# Business Area Report Secretary of Public Safety

### 1 Services to Citizens

Describes the mission and purpose of Virginia government in terms of the services it provides both to and on behalf of its citizens. It includes the delivery of citizen-focused, public and collective goods and/or benefits as a service and/or obligation of the Virginia government to the benefit and protection of the state's general population. This business area is reserved for those functions that describe the reason that the Virginia State Government exists. These are the services the citizen expects the government to deliver.

### Line of Busines 101 Community and Social Services

Includes all activities aimed at creating, expanding, or improving community and social development, social relationships, and social services in Virginia. This includes all activities aimed at locality-specific or social development and general social services. This Line of Business includes general community development and social services programs, as well as earned and unearned benefit programs that promote these objectives.

# Designed to provide meaningful opportunities for social and economic growth of the disadvantaged sector of the population in order to develop individuals into productive and self-reliant citizens and promote social equity. Included in this category are social welfare services extended to children and adults with special needs, such as the orphaned, neglected, abandoned, abused, disabled, etc. Also included in this category are the aging, vision impaired, blind, deaf, and hard-of-hearing. Services may include family life education and counseling, legal representation, adoption, guardianship, foster family care, rehabilitation services, education, assistive technology, etc. Note: This Sub-Function does not include services that are primarily for income support (Income Security) or are an integral part of some other Line of Business (e.g., Health, Workforce Management, etc.).

	Agency	Cross	External		
Agency	Specific	Agency	Provider	Notes	Verified
777 Juvenile Justice, Department of	<b>V</b>			DJJ provides some social services to juveniles and their families including prevention efforts through	11/30/2004
				Court Service Units and the Virginia Juvenile Crime	
				Control Act.	

Line of Busines	103 Correctional Activities												
		Involves criminal		e activities t	:hat ens	ure the	effectiv	e incarceration and rehabilitation of convicte	łd.				
	Functio	n	10	Criminal I	Criminal Incarceration								
				state penal f	Includes activities associated with the housing, custody and general care of criminals serving time in state penal facilities. This includes adult and juvenile facilities and non-detention programs (parole, etc.), and other activities required to support detained criminals (health, dental, agribusiness, etc.).								
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified				
_	799 Corr	ections, De	partment	of	<b>✓</b>			Probation and parole officers provide support, information, and other assistance to support local law enforcement. DOC also supports cooperative research with VA TECH through the agribusiness program.	11/23/2004				
	777 Juve	nile Justice	, Departn	nent of	✓				11/30/2004				
	766 Paro	le Board, V	Virginia		<b>V</b>			Parole	11/29/2004				
	Functio	Function 20 Criminal Rehabilitation											
					-			ted to providing convicted criminals with the educations sary to rejoin society as responsible and contribution					
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified				
	750 Corr of	ectional Ed	lucation,	, Department	✓				11/17/2004				
	799 Corr	ections, De	epartment	of	<b>✓</b>				11/23/2004				
	777 Juve	nile Justice	, Departn	nent of	<b>✓</b>				11/30/2004				
Line of Busines	s 104 Defense and Virginia Security Includes those activities related to responsibilities, establishment, management, administration, and control of the Virginia National Guard and associated organizations.												
	Functio	on	10	Protect ar	nd Defei	nd Citi	zens an	d Property					
				Includes all as required				ing and defending Virginia and other state citizens a Governor.	nd property				
- -	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified				
	127 Emergency Management, Department of			,	✓			Direct National Guard missions during declared emergencies.	11/24/2004				

Line of Busines	104	Defen	se and	d Virginia	Securi	ty			
						-		s, establishment, management, administration ted organizations.	າ, and
	Functi	on	10	Protect a	nd Defe	nd Citi	zens an	d Property	
						related to prote alled upon by th		ing and defending Virginia and other state citizens an Governor.	d property
	Agency				Agency Specific		External Provider	Notes	Verified
	123 Mil	itary Affai	irs, Depai	rtment of	✓				11/17/2004
Line of Busines	105	Econo	omic D	evelopme	ent				
				tivities requ protect citiz	-			ercial/industrial development and to regulate	private
	Functi	on	50	Sector Ov	/ersight				
-				Involves the fraud, mono				or firms (corporations, etc.) to protect citizens and inv	estors from
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified
		oholic Bev partment o	_	ntrol,	V			Alcoholic beverages	11/22/2004
Line of Busines	106	Educa	ation						
		Educat Busine	ion can ss inclu	take place at	t a forma rnment p	l schoo rogran	ol, colle	r understanding of a particular subject to the ge, university or other training program. This bromote the education of the public, including	Line of
	Functi	on	30	Elementa	ry, Seco	ndary,	and Vo	cational Education	
				education p	rovided by	y a high g. This i	school or	elementary subjects (reading and writing and arithme college preparatory school; and vocational and tech nose education services provided by the Department	nical
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified
	957 Cor	mmonweal	th's Attori	neys' Services	<b>V</b>		2 2 2	Provides mandatory continuing legal education to Commonwealth Attorneys and Assistant Commonwealth's Attorneys	11/29/2004

Line of Busines	106	Education								
		Education can ta	ake place at es all gover	a forma	l schoo rogran	ol, colleg	r understanding of a particular subject to the ge, university or other training program. This romote the education of the public, including	Line of		
	Funct	ion 30	Elementar	y, Seco	ndary,	and Vo	cational Education			
			education preducation ar	is to the provision of education in elementary subjects (reading and writing and arithmentation provided by a high school or college preparatory school; and vocational and technication and training. This includes those education services provided by the Department actional Education.						
	Agency			Agency Specific	Cross Agency	External Provider	Notes	Verified		
	750 Co of		nal Education, Department				For adult and juvenile inmates in correctional facilities. Also note that building trades class constructs modular buildings for use throughout the correctional system.	11/17/2004		
	960 Fin	re Programs, Departmo	ment of	V			DFP provides direct training to the fire service statewide. DFP's Virginia Fire Marshal Academy trains Fire Marshals (Armed Law Enforcement Officers) statewide.	11/29/2004		
Line of Busines		respond to, and	vities relate repair the e	d to eme effects o	ergency of emer	y respor gencies	nses and that are required to prepare for, miti and disasters, whether natural or man-made			
	Funct	ion 10		immedia ed to, pro	te action	ns taken to obile tele	o respond to a disaster or emergency. These actions communications, operational support, power generat tions.			
	Agency			Agency Specific	Cross Agency	External Provider	Notes	Verified		
		coholic Beverage Cont	trol,	<b>V</b>			Law enforcement officers.	11/22/2004		
		orrections, Department	t of	<b>V</b>			DOC staff and resources often called upon to assist in emergencies.	11/23/2004		
		nergency Management epartment of	,	<b>V</b>				11/24/2004		
		ilitary Affairs, Depart	ment of	<b>V</b>				11/17/2004		

Fur	nction	10	Disaster E				and disasters, whether natural or m	
, ui	iction	10	Involves the	immediated to, prov	te actior	ns taken to nobile tele	o respond to a disaster or emergency. Thes communications, operational support, powertions.	
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
156	State Police,	Department	of	✓			Includes counter-terrorism and criminal intunit; med-flight program.	erdiction 11/19/2004
Fur	nction	20	Disaster M	lonitori	ng and	d Predic	tion	
			information t	o affecte	d parties osely alig	s. Note: V gned with	hen and where a disaster may take place a Veather forecasting, while central to Disasto the "Environmental Monitoring and Forecas f Business.	er Monitoring and
Agenc	v			Agency Specific	Cross Agency	External Provider	Notes	Verified
	Emergency M Department	-		<b>V</b>				11/24/2004
123	Military Affa		nent of	<b>V</b>				11/17/2004
156	State Police,	Department	of	<b>~</b>				11/19/2004
Fur	nction	30	Disaster P	repared	dness	and Pla	nning	
			disaster mitig development	gation eff t of emer	orts to n gency m	ninimize t nanageme	programs to be used in case of a disaster he potential for loss of life and property. The ent programs and activities as well as stafficion-focused construction and preparation.	is involves the
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
127	Emergency M Department of	-		<b>V</b>				11/24/2004
123	Military Affa	airs, Departr	nent of	✓				11/17/2004
156	State Police.	Department	of	~				11/19/2004

Line of Busines 108 Emergency and Disaster Management

Line of Busines	108 Emergency	and Disas	ster Ma	anage	ment					
					-	nses and that are required to prepare for, miti and disasters, whether natural or man-made	-			
	Function 40	Disaster F	Disaster Repair and Restore							
		and rebuildi	nvolves the cleanup and restoration activities that take place after a disaster. This is and rebuilding of homes, buildings, roads, environmental resources, or infrastructur lamaged due to a disaster.							
	Agency		Agency Specific	Cross Agency	External Provider	Notes	Verified			
	799 Corrections, Departme	ent of	<b>✓</b>			DOC resources (staff and inmates) are often provided to help cleanup efforts after a disaster.	11/23/2004			
	127 Emergency Manageme	ent,	<b>V</b>			VDEM has oversight responsibilities.	11/24/2004			
	Department of 123 Military Affairs, Department	artment of	V			At the call of the Governor	11/17/2004			
		eir complianc	e and a	ddress	environ	ronment, determine proper environmental sta mental hazards and contamination.	andards			
	Function 20	Supports the	Environmental Remediation  Supports the immediate and long-term activities associated with the correcting and offserenvironmental deficiencies or imbalances, including restoration activities.							
	Agency		Agency Specific	Cross	External	Notes	Verified			
	127 Emergency Manageme Department of	ent,	<b>V</b>			Projects are assigned when emergency conditions occur and no other responsible party can be found.	11/24/2004			
Line of Busines	112 Homeland	Security								
	=		-			ks. This includes analyzing threats and intelling the response emergencies.	gence,			
	Function 10	Key Asse	t and Cr	itical I	nfrastru	ucture Protection				
			es, enhan	ce secu		al infrastructure vulnerabilities and taking direct actions are continuity and necessary redundancy in gove	Ū			
	Agency		Agency Specific	Cross Agency	External Provider	Notes	Verified			
	127 Emergency Manageme Department of	ent,	<b>V</b>			Agency is coordinator of Commonwealth response.	11/24/2004			

ine of Busines	112	Homei	and Se	ecurity										
			-		_			ss. This includes analyzing threats and intelliq g the response emergencies.	jence,					
	Functio	on	10	Key Asse	Key Asset and Critical Infrastructure Protection									
				vulnerabilit	ves assessing key asset and critical infrastructure vulnerabilities and taking direct action to mitigate crabilities, enhance security, and ensure continuity and necessary redundancy in government ations and personnel.									
•	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified					
•	960 Fire	Programs,	Departme	ent of	V			DFP in cooperation/coodination with VDEM & VSP has fire service oriented responsibilities statewide.	11/29/2004					
	123 Mili	tary Affair	s, Departr	nent of	<b>V</b>				11/17/2004					
_	156 State	e Police, D	epartment	of	V				11/19/2004					
	Function 20 Transportation Security													
					cludes ensuring the security of transportation and related infrastructure networks, fac d personnel.									
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified					
	123 Mili	tary Affair	s, Departr	nent of	V			Participate in response, remediation, and prevention	11/17/2004					
	156 State	e Police, D	epartment	of	✓				11/19/2004					
ine of Busines														
		means -	both fin	ancial and	dotherwi	se – to	sustain	nbers of the public are provided with the nece an adequate level of existence. This includes te these goals for members of the public.	•					
	Functio	on	10	Food and	Nutritio	n Assi	stance							
-							_	ment of programs that provide food and nutrition assi unable to provide for these needs themselves.	stance to					
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified					
		rgency Ma artment of	-		✓			During disasters only.	11/24/2004					

Line of Busines	11	3 Inc	ome Sec	urity									
		mea	ns – both fi	nancial and	d otherwi	se – to	sustain	nbers of the public are provided with the ne an adequate level of existence. This includ te these goals for members of the public.	-				
	Fun	ction	20	Housing	Assistar	ssistance							
				provide hou	using for th	emselv	es includir		rograms that provide housing to those who are unable to rental of single-family or multifamily properties, and the orted housing properties.				
	Agency	7			Agency Specific	Cross Agency	External Provider	Notes	Verified				
	127	Emergency Departmen	/ Managemen nt of	t,	✓			During disasters only.	11/24/2004				
Line of Busines	: 11	4 Lav	v Enforce	ement									
	F	com resp	pliance wit	h laws or fo	or enforci calls, as v	ng rela vell as	ted cou	nings from criminal activity resulting from not orders. This includes patrols, undercove raids, and seizures of property.					
	Function		Invo				ed to prote	ect the general population from criminal activity or	o enforce				
	Agency	7			Agency Specific	Cross Agency	External Provider	Notes	Verified				
	999	Alcoholic Departmen	Beverage Con	itrol,	<b>V</b>				11/22/2004				
	777	Juvenile Ju	ıstice, Depart	ment of	<b>✓</b>				11/30/2004				
	123	Military A	ffairs, Depar	tment of	<b>V</b>			Under martial law, guardsmen deputized for civil disturbances.	11/17/2004				
	156	State Polic	e, Departmer	nt of	<b>✓</b>				11/19/2004				
	Fun	ction	20	Crime Pr	eventior	)							
						•		fer communities through the control and reduction ducing opportunities for crimes to occur.	of crime by				
	Agency	7			Agency Specific	Cross Agency	External Provider	Notes	Verified				
	999	Alcoholic Departmen	Beverage Con	itrol,	✓			School and trade education	11/22/2004				
	140	Criminal Ju Departmen	istice Services	3,	<b>V</b>				11/29/2004				

Line of Busines	114	Law Enforcement
		Involves activities to protect people, places, and things from criminal activity resulting from non- compliance with laws or for enforcing related court orders. This includes patrols, undercover operations, responses to emergency calls, as well as arrests, raids, and seizures of property.

Fun	ction	20	Crime Pr	evention				
					-		afer communities through the control and reduction of ducing opportunities for crimes to occur.	crime by
Agency	Ÿ			Agency Specific	Cross Agency	External Provider	Notes	Verified
777	Juvenile Justic	ce, Departn	nent of	<b>✓</b>				11/30/2004
156	State Police, I	Department	of	<b>V</b>				11/19/2004
Fun	ction	30	Criminal	Apprehe	nsion			
				believed to	be res		tracking, arrest, detention, and transportation of grou for committing crimes or violating court orders when a	•
				Agency	Cross	External		
Agency 999	Alcoholic Bev Department o	-	rol,	Specific 🗸	Agency	Provider	Notes	Verified 11/22/2004
777	Department of Juvenile Justice, Department of			V			Through the efforts of the Court Service Units, DJJ has a direct role in certain criminal apprehension activities such as the issuance of detention orders and assistance to law enforcement personnel in the appropriate execution of such orders.	11/30/2004
156	State Police, I	Department	of	<b>V</b>			appropriate continuous of salar orders.	11/19/2004
Fun	ction	40	Criminal	Investig	ation, :	Surveilla	ance and Intelligence Gathering	
							ng evidence required to determine responsibility for a d/or monitoring and questioning affected parties.	crime,
Agency	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Bev Department o	-	rol,	<b>V</b>				11/22/2004
140	Criminal Justic Department o			<b>V</b>			Forensic lab/evaluate and analyze evidence	11/29/2004
777	Juvenile Justic		nent of	✓			DJJ supports criminal investigation efforts through the supervision and programs offered by the Court Service Units.	11/30/2004

Line of Busines	114	Law Enforcement
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Involves activities to protect people, places, and things from criminal activity resulting from non-compliance with laws or for enforcing related court orders. This includes patrols, undercover operations, responses to emergency calls, as well as arrests, raids, and seizures of property.

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Fun	ction	40	Criminal Ir	ivestiga	ation, s	surveilla	ance and Intelligence Gathering	
			•	•	•	-	ng evidence required to determine responsibility for a cd/or monitoring and questioning affected parties.	rime,
Agency	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
156	State Police,	Department	of	<b>✓</b>				11/19/2004
Fun	ction	50	Leadership	Prote	ction			
			Involves all a family, and o			•	ect the health and well being of the governor, the gove t officials.	ernor's
Agency	v			Agency Specific	Cross Agency	External Provider	Notes	Verified
	State Police,	Department	of	V		110,1401	Executive Protection Unit	11/19/2004
Fun	ction	60	Property P	rotecti	on			
			Entails all ac	tivities pe	erformed	d to ensur	e the security of Virginia citizens and government prop	perty.
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
777	Juvenile Just	ice, Departn	nent of	V			DJJ supports property protection efforts through the supervision and programs offered by the Court Service Units.	11/30/2004
156	State Police,	Department	of	<b>✓</b>				11/19/2004
Fun	ction	70	Substance	Contro	ol			
			• •				enforcement of laws regarding legal substances (i.e., ding trafficking, possession, sale, distribution, and other	
Agency	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Be Department		rol,	<b>V</b>				11/22/2004
777	Juvenile Just		nent of	<b>✓</b>			DJJ supports substance control efforts through the supervision and programs offered by the Court Service Units.	11/30/2004

Line of Busines	114	compliance with	es to protect laws or for	enforci	ng rela	ted cour	ings from criminal activity resulting from non t orders. This includes patrols, undercover o raids, and seizures of property.					
	Funct	ion 70	Substance	Contro	ol							
							enforcement of laws regarding legal substances (i.e ding trafficking, possession, sale, distribution, and ot					
	Agency			Agency Specific	Cross Agency	External Provider	Notes	Verified				
	156 St	ate Police, Departmen	t of	V				11/19/2004				
Line of Busines	116	Litigation an	d Judicia	l Activ	ities							
		Refers to those	activities re	lating to	the ad	lministra	ation of justice.					
	Funct	ion 10	Judicial H	earings								
_	Includes activities associated with proceedings (usually by a court of law) where evidence is taken to the purpose of determining an issue of fact and reaching a decision based on that evidence.											
<del>-</del>	Agency			Agency Specific	Cross Agency	External Provider	Notes	Verified				
-		coholic Beverage Conte	trol,	<b>V</b>			License hearings and appeals.	11/22/2004				
	960 Fi	re Programs, Departmo	ent of	<b>V</b>			DFP provides expert testimony and attests to records provided from DFP files are true and accurate.	11/30/2004				
	777 Ju	venile Justice, Departr	nent of	<b>~</b>			Supports the courts specifically related to juveniles.	11/30/2004				
	766 Pa	role Board, Virginia		✓			Parole violation hearings	11/29/2004				
	Funct	ion 30	Legal Inve	stigatio	on							
				oration) th		J	ering information about a given party (government a issible in a court of law in an attempt to determine a l					
	Agency			Agency Specific	Cross Agency	External Provider	Notes	Verified				
-		coholic Beverage Cont	trol,	<b>V</b>				11/22/2004				
		venile Justice, Departr	nent of	✓			Supports the courts specifically related to juveniles.	11/30/2004				

Line of Busines	$\mathbf{s}$ 116 Litigation a	nd Judicia	I Activ	/ities			
	Refers to those	e activities re	lating to	the ac	lministra	ation of justice.	
	Function 40	Legal Pros	secution	ո, Litig	ation ar	nd Sentencing	
			in an atte	mpt to p	prove guilt	senting a case in a legal proceeding both in a criminal c/responsibility. Also includes all activities associated ls.	
	Agency		Agency Specific	Cross Agency	External Provider	Notes	Verified
	140 Criminal Justice Service Department of	es,	✓			Forensic evidence testimony	11/29/2004
	777 Juvenile Justice, Depar	rtment of	V			Supports the courts specifically related to juveniles. Additionally, DJJ is responsible for the indeterminate (non-judicially determined) sentences in the juvenile correctional centers for committed juveniles.	11/30/2004
	Function 50	Resolution	n Facili	tation			
						art of law, such as mediation and arbitration, which me parties (government agency, citizen, corporation).	nay be used
	Agency		Specific	Agency	Provider	Notes	Verified
	999 Alcoholic Beverage Co Department of	ntrol,	✓			License appeals	11/22/2004
	777 Juvenile Justice, Depar	rtment of	<b>V</b>			Supports the courts specifically related to juveniles.	11/30/2004
Line of Busines	s 120 Workforce I	Manageme	ent				
						of Virginia's workforce by improving their wo ble employment.	rking
	Function 20	Training a	ind Emp	loyme	nt		
			-			g, employment services and placement, rehabilitation hiring of marginal, unemployed, or low-income work	
	Agency		Agency Specific	Cross Agency	External Provider	Notes	Verified
	777 Juvenile Justice, Depar	tment of	<b>✓</b>			Performs traning and employment services for juvenile offenders to transition back into the community.	11/30/2004

# 2 Mode of Delivery

Describes the mechanisms the Commonwealth uses to achieve the purpose of government or its services for citizens. It includes financial vehicles, direct government delivery, and indirect government delivery. Mode of delivery also is used to identify delivery mechanisms for the support delivery of services business area.

Line of Busines	22	21 Direct Servi	ces For C	itizens	,						
		The delivery of intervening per	•		•		f) the citizenry by the state government with n	o other			
	Fun	ction 10	Agency O	peratior	าร						
				escribes the direct provision of a service by government employees (or contractors) to other gencies that provide services to citizens or that provide support services.							
_	Agency	Ÿ		Agency Specific	Cross Agency	External Provider	Notes	Verified			
	750	Correctional Education of	, Department	V			DCE provides programming to DOC inmates and the Department of Juvenile Justice.	11/17/2004			
	140	Criminal Justice Service Department of	S,		<b>V</b>		Other state and local organizations, asset forfeiture, and law enforcement accreditation.	11/29/2004			
: -	777	Juvenile Justice, Depart	ment of	<b>V</b>			Direct responsibilities to support the courts specifically related to juveniles.	11/30/2004			
	156	State Police, Departmen	nt of		<b>V</b>			11/19/2004			
	Function 20 Citizen Operations										
<u>-</u>	Describes the direct provision of a service for the citizen by government employees (or contract										
<u>-</u>	Agency	ÿ		Agency Specific	Cross Agency	External Provider	Notes	Verified			
	999	Alcoholic Beverage Con Department of	ntrol,	✓				11/22/2004			
	957	Commonwealth's Attorn	neys' Services	✓			Elected Commonwealth Attorneys	11/23/2004			
	750	Correctional Education of	, Department	<b>~</b>				11/17/2004			
	799	Corrections, Departmen	nt of	✓				11/23/2004			
1	127	Emergency Management Department of	ıt,	✓				11/24/2004			

Line of Busines	221	Direct	Servic	es For C	tizens									
			-	_		-		f) the citizenry by the state governm	ent with no other					
		interven	ing pers	ons, condit	ions, or	organi	zations.							
	Funct	ion	20	Citizen Op	eration	S								
				Describes th	oes the direct provision of a service for the citizen by government employees (or contractor									
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified					
	960 Fi	re Programs,	, Departme	ent of	✓				11/29/2004					
	777 Ju	venile Justic	e, Departn		✓				11/30/2004					
	766 Pa	role Board, V	Virginia		<b>V</b>				11/29/2004					
	156 St	ate Police, D	epartment	of	<b>V</b>			11/19/2004						
	Function 30 Military Operations													
		Describes the direct provision of a service for the citizen by the Virginia National Guard and/or associated organizations.												
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified					
	123 M	ilitary Affaiı	rs, Departi	nent of	V				11/17/2004					
Line of Busines	222	Knowl	ledge C	Creation a	and Ma	anage	ment							
		create, on which controls of higher information	develop, an provie er educat tion colle	and/or mai de inherent ion, state e	ntain a b benefits conomic ate gove	ody or for bo and e rnment	set of ki th the st mploym entities	e government entity undertakes a sp nowledge, the presentation, manipu tate and private sector. Examples in tent information, census data, etc. It that is a by-product of a specific pr	lation or analysis of nclude institutions Programmatic					
	Funct	ion	10	Advising a	and Con	sulting	)							
					J			services provided by the state governme r Citizens or to support other governmenta	• • •					
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified					
		ommonwealtl ouncil	h's Attorne	eys' Services	<b>V</b>			Information on prosecutor best practices	11/23/2004					
		iminal Justice	. '		✓	✓			11/29/2004					

✓

127 Emergency Management,

Department of

Emergency mgt, hazardous materials, response and

search and rescue

11/24/2004

## Line of Busines 222 Knowledge Creation and Management

Involves the programs and activities where a state government entity undertakes a specific effort to create, develop, and/or maintain a body or set of knowledge, the presentation, manipulation or analysis of which can provide inherent benefits for both the state and private sector. Examples include institutions of higher education, state economic and employment information, census data, etc. Programmatic information collected by state government entities that is a by-product of a specific program should be included with the program's line of business.

Fun	ction	10	Advising a	nd Con	sultino	9		
				•			services provided by the state government to support Citizens or to support other governmental organizat	
Agency	7			Agency Specific	Cross Agency	External Provider	Notes	Verified
777	Juvenile Justic	e, Departn	nent of	V			Provides information and advice on best practices related to juvenile services to local law enforcement and community services organizations.	11/30/2004
Fun	ction	20	General Pu	ırpose	Data a	nd Stati	istics	
				the curre		•	ng empirical, numerical, and related data and informati ate in areas such as the economy, education, labor,	
Agency	7			Agency Specific	Cross Agency	External Provider	Notes	Verified
140	Criminal Justic Department of	,		<b>~</b>				11/29/2004
127	Emergency Ma Department of	anagement,		<b>V</b>			Emergency management, hazardous materials, response and search and rescue	11/24/2004
777	Juvenile Justic	e, Departn	nent of	✓			Collects statewide juvenile crime and prevention information and also collects similar information on a country-wide basis.	11/30/2004
Fun	ction	30	Knowledge	e Disse	minati	on		
			presentation	, publishi	ng, or b	roadcastii	primary method used in delivering a service is throug ng of information. It is not intended to address circum of information is a by-product of the actual mode of d	stances
Agency	7			Agency Specific	Cross Agency	External Provider	Notes	Verified
957	Commonwealt	h's Attorne	ys' Services	<b>V</b>			Prosecutor best practices	11/23/2004

# Line of Busines 222 Knowledge Creation and Management

Involves the programs and activities where a state government entity undertakes a specific effort to create, develop, and/or maintain a body or set of knowledge, the presentation, manipulation or analysis of which can provide inherent benefits for both the state and private sector. Examples include institutions of higher education, state economic and employment information, census data, etc. Programmatic information collected by state government entities that is a by-product of a specific program should be included with the program's line of business.

				F								
	Fur	ction	30	Knowledg	e Disse	minati	on					
				presentation	ı, publishi	e instances where the primary method used in delivering a service is through the ublishing, or broadcasting of information. It is not intended to address circumstances entation or publication of information is a by-product of the actual mode of delivery.						
_	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified			
	140	Criminal Justice Department of	e Services,		<b>V</b>			Train grantees on specifics of subject related topics, such as community corrections to incorporate released inmates back into the community.	11/29/2004			
	127	Emergency Ma Department of	-	,	V			Emergency management, hazardous materials, response and search and rescue	11/24/2004			
	Fur	ction	40	Research	and De	velopn	nent					
					ne gathering and analysis of methodologies, and ideas.			data, dissemination of results, and development of r	iew			
_	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified			
	957	Commonwealth Council	n's Attorne	eys' Services	<b>✓</b>			Prosecutor best practices	11/23/2004			
	140	Criminal Justice Department of			✓			Research Center	11/29/2004			
Line of Busines	22	23 Public	Goods	Creation	n and I	Mana	gemen	t				
					•			and/or management of goods, structures, fac being of the public or society at large.	ilities,			
	Fur	ction	10	Construct	ion							
					programs	and act	ivities in v	which the state Government builds or constructs faci	ities, roads,			
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified			

## Line of Busines 223 Public Goods Creation and Management

The construction, manufacturing, administration, and/or management of goods, structures, facilities, common resources, etc. used for the general well being of the public or society at large.

Func	tion	10	Construct	ion				
			Involves all petc.	orograms	and act	tivities in	which the state Government builds or constructs facil	ities, roads,
Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified
799 (	Corrections,	Department	of	✓			Prison facilities. New facilities often include funds for roads, water, and wastewater treatment plants (with excess capacity) that support local economic development.	11/23/2004
777 J	uvenile Just	ice, Departm	nent of	V			de religiment.	11/30/2004
Func	tion	20	Informatio	n Infras	structu	re Mana	gement	
			weather data specific type	a, crimina of inform ion infras	il record nation (p tructure	s, etc.), the atient received signification in the state of the state	regement of large amounts of information (e.g., environ the creation of information and data standards relating cords), and the creation and management of physical ks) on behalf of the public. Note: Information infrastr	g to a
Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified
799 <b>(</b>	Corrections,	Department	of	<b>✓</b>				11/23/2004
777 J	uvenile Just	ice, Departm	nent of	<b>✓</b>				11/30/2004
156 S	State Police,	Department	of	✓			Computerized criminal records exchange	11/19/2004
Func	tion	30	Manufactu	ıring				
			Involves all p marketable o	•	and act	ivities in v	which the state Government produces both marketable	e and non-
Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified
799 (	orrections	Department	of	~			Correctional Enterprises	11/23/2004

Line of Busines	223	Public Goods	s Creation	n and I	viana	gemen	ıt					
				_			and/or management of goods, structures, fac being of the public or society at large.	cilities,				
	Functi	o <b>n</b> 40	Public Res	ources	, Facil	ities, &	Infrastructure Management					
			(natural or ot to the direct of harbors, and	ves the management and maintenance of Government-owned capital goods and resources ral or otherwise) on behalf of the public, usually with benefits to the community at large as well as e direct user. Examples of facilities and infrastructure include schools, roads, bridges, dams, ors, and public buildings. Examples of resources include parks, cultural artifacts and art, ingered species, etc.								
	Agency			Agency Specific	Agency Cross Specific Agency		Notes	Verified				
		rections, Department	t of	<b>V</b>		Provider		11/23/2004				
	777 Juve	enile Justice, Departn	ment of	V				11/30/2004				
	Functio	participating in a regulated activity via market mechanisms, command and control features, or other means to control or govern conduct or behavior.  Function 10 Inspections & Auditing  Involves the methodical examination and review of regulated activities to ensure compliance with										
	Involves the methodical examination and review of regulated activities to ensure compliance with standards for regulated activity.											
	Agency			Agency Specific	Cross Agency	External Provider	Notes	Verified				
		oholic Beverage Cont eartment of	trol,	<b>V</b>				11/22/2004				
	799 Cor	rections, Department	t of	✓			Certification of local jails and other correctional agencies is regulated by the Board of Corrections and managed by DOC staff.	11/23/2004				
		ninal Justice Services, artment of	,	✓			Private security firms	11/29/2004				
	156 Stat	e Police, Department	t of	<b>V</b>			Vehicle inspection stations	11/19/2004				
	Functi	on 20	Permits ar	nd Lice	nsing							
				Involves activities associated with granting, revoking, and the overall management of the documented authority necessary to perform a regulated task or function.								
	Agency			Agency Specific	Cross Agency	External Provider	Notes	Verified				

### Line of Busines 224 Regulatory Compliance and Enforcement Involves the direct monitoring and oversight of a specific individual, group, industry, or community participating in a regulated activity via market mechanisms, command and control features, or other means to control or govern conduct or behavior. 20 Permits and Licensing **Function** Involves activities associated with granting, revoking, and the overall management of the documented authority necessary to perform a regulated task or function. Cross External Agency Agency Specific Agency Provider Notes **V** 999 Alcoholic Beverage Control, ABC on/offsite licenses, manufacturers, importers, Department of distributors V 799 Corrections, Department of Certification of local jails and other correctional agencies is regulated by the Board of Corrections and managed by DOC staff. V 140 Criminal Justice Services. Private Security Services including related Department of regulatory hearings. **V** 156 State Police, Department of Vehicle inspection stations

### Standard Setting / Reporting Guideline Development 30 **Function** Involves the establishment of allowable limits associated with a regulated activity and the development

of reporting requirements necessary to monitor and control compliance with allowable limits. This includes the development of requirements for product sampling and testing, emissions monitoring and control, incident reporting, financial filings, etc.

Verified

11/22/2004

11/23/2004

11/29/2004

11/19/2004

Agency Cross External Agency Specific Agency Provider Notes Verified **~** 999 Alcoholic Beverage Control, 11/22/2004 Department of ~ 799 Corrections, Department of Certification of local jails and other correctional 11/23/2004 agencies is regulated by the Board of Corrections and managed by DOC staff. 140 Criminal Justice Services. Training standards for law enforcement, crimial 11/29/2004 Department of justice, and private security personnel

### Line of Busines 225 Financial Vehicles

Involves those monetary exchanges or transactions between government entities as well as between the state government and non-government entities as a means to accomplishing a State or Federal goal or objective.

### Involves those monetary exchanges or transactions between government entities as well as between the state government and non-government entities as a means to accomplishing a State or Federal goal or objective. 20 **Direct Payments Function** Involves the disbursement of funds from or through the state Government directly to beneficiaries (individuals or organizations) who satisfy eligibility requirements. Direct Payments include both earned and unearned Federal Entitlement and state programs such as Medicare, emergency assistance, food stamps, unemployment benefits, etc. External Agency Cross Provider Notes Agency Specific Agency Verified **V** 999 Alcoholic Beverage Control, Set amounts as stated in the Appropriation Act. 11/22/2004 Department of **V** 140 Criminal Justice Services. Grants, asset forfeiture, and payments to localities 11/29/2004 Department of operating police departments. **V** 127 Emergency Management, 11/24/2004 Department of Formula Transfer of Funds 30 **Function** Involves the transfer of funds to local government entities or constitutional officers (Sheriffs, Commissioners of the Revenue, Treasurers, Circuit Court Clerks, and Commonwealth Attorneys) in accordance with the requirements of distribution formulas as prescribed by law or administrative regulation. Agency Cross External Provider Agency Specific Agency Notes Verified **V** 999 Alcoholic Beverage Control, Set percentage of profits to localities, distribution 11/22/2004 Department of based on population. **V** 799 Corrections, Department of Local and regional jails construction and expansion 11/23/2004 **V** 140 Criminal Justice Services, 11/29/2004

Line of Busines 225

Financial Vehicles

Department of

960 Fire Programs, Department of

777 Juvenile Justice, Department of

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**V** 

**V** 

DFP administers an annual entitlement to 324

38.2-401 COV.

jurisdictions statewide, \$20-million in FY05, Sec

11/29/2004

11/30/2004

### Line of Busines 225 Financial Vehicles

Involves those monetary exchanges or transactions between government entities as well as between the state government and non-government entities as a means to accomplishing a State or Federal goal or objective.

Function	50	Grants				
		but are not limited to, training grants, traine technical assistance grant administration, i application guidance, process for competiti	named eships, o grants, ncluding determi ve grant	purpose experiment survey graph graph the public nation of s, and the	sement of grant funds by the state Government. Grant or service grants, fellowships, scholarships, research and demonstration grants, evaluation grants, plantants, and construction grants. Any processes association of funds availability notices, development of the grantee eligibility, coordination of the peer review/evale transfer of funds are included. Grant monitoring, of a Controls and Oversight line of business.	h grants, nning grants, ciated with ne grant aluation
		Agency	Cross	External		
Agency		Specific	Agency	Provider	Notes	Verified
999 Alcoholic Re	everage Cont	rol 🗸			Distribute federal money for public safety education	11/22/2004

Agency	y	Specific	Agency	Provider	Notes	Verified
999	Alcoholic Beverage Control, Department of	V			Distribute federal money for public safety education.	11/22/2004
750	Correctional Education, Department of	<b>V</b>			Youthful offender grants to community colleges	11/17/2004
140	Criminal Justice Services, Department of	V	<b>V</b>		Includes grants to state agencies, PAPIS program related to criminal rehabilitation, training standards	11/29/2004
127	Emergency Management, Department of	V	V		Annual federal grants as well as disaster damage reimbursements. Cross agency, VDEM handles various federal grants for other agencies.	11/24/2004
960	Fire Programs, Department of	<b>V</b>			Burn building repair and construction, PC hardware for VFIRS and Training Mini-grants, Sec 38.2-401 COV.	11/29/2004
777	Juvenile Justice, Department of	<b>~</b>				11/30/2004
156	State Police, Department of	✓			Grants have been awarded to VSP where we are the pass through agency and serve in a grants administration capacity.	11/30/2004

# 3 Support Delivery of Services

Provides the critical policy, programmatic and managerial underpinnings that facilitates the state government's delivery of services to citizens and to other state and local government agencies. All the sub-functions in this business area can be used to identify agency specific and/or cross-agency activities.

## Line of Busines 328 Controls and Oversight

Ensures that the operations and programs of the state Government and its external business partners comply with applicable laws and regulations and prevent waste, fraud, and abuse.

Fun	oction 10	Corrective	Action	1			
						o remedy internal or external programs that have b tion, or policy.	een found
Agency	y		Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beverage Contr Department of	ol,	✓			License revocation.	11/22/2004
799	Corrections, Department	of	V			Certification of local jails and other correctional agencies is regulated by the Board of Corrections and managed by DOC staff.	11/23/2004
140	Criminal Justice Services, Department of		<b>V</b>			Grants	11/29/2004
127	Emergency Management, Department of		<b>V</b>			Grants and disaster program oversight.	11/24/2004
777	•	ent of	<b>V</b>				11/30/2004
156	State Police, Department	of	<b>V</b>				11/19/2004
Fun	oction 20	Program E	valuati	on			
		Involves the actions as ap	-		nal and ex	xternal program effectiveness and the determinatio	n of corrective
Agency	y		Agency Specific	Cross Agency	External Provider	Notes	Verified
799	Corrections, Department	of	<b>V</b>			Certification of local jails and other correctional agencies is regulated by the Board of Corrections and managed by DOC staff.	11/23/2004
140	Criminal Justice Services, Department of		<b>V</b>			Grants	11/29/2004
127	Emergency Management, Department of		<b>~</b>			Grants and disaster program oversight.	11/24/2004
960	Fire Programs, Departmen	nt of	<b>V</b>			At the request of jurisdicitons, DFP provides evaluation services for their fire service.	11/29/2004
777	Juvenile Justice, Departm	ent of	✓				11/30/2004
123	Military Affairs, Departm	nent of	<b>V</b>			National Guard readiness performance measuring and reporting	11/29/2004
156	State Police, Department	of	<b>~</b>				11/19/2004

Line of Busines	32	28 Con	trols and	Oversig	ght							
				-	-	•		state Government and its external business   prevent waste, fraud, and abuse.	oartners			
	Fur	nction	30	Program				, ,				
				Involves the data-gathering activities required to determine the effectiveness of internal and external programs and the extent to which they comply with related laws, regulations, and policies.								
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified			
	999	Alcoholic B	everage Contr	rol,	<b>✓</b>			Monitor compliance of underage buying of alcohol and tobacco.	11/22/2004			
	799	Corrections	, Department	of	<b>V</b>			Certification of local jails and other correctional agencies is regulated by the Board of Corrections and managed by DOC staff.	11/23/2004			
	Criminal Just Department	stice Services,		V			Grants	11/29/2004				
	127 Emergency Manag Department of	Management,		V			Grants and disaster program oversight.	11/24/2004				
	777	_	uvenile Justice, Department of						11/30/2004			
	156	State Police	, Department	of	<b>V</b>				11/19/2004			
Line of Busines	32	29 Gen	eral Gove	ernment	t							
		activi of se activi in the	ties; provisi vices that o ties reason ose lines of l	ion of cen cannot rea ably or clo business	tral fisca sonably osely ass or sub-fu	, perso be clas ociated nction.	nnel, IT sified in I with ot This lir	overnment; including legislative and executive infrastructure, and property activities; and the any other line of business. As a normal rule ther lines of business or sub-functions shall the of business is reserved for central government activities would not be included here.	e provision , all pe included			
	Fur	nction	85	Taxation	Manage	ment						
	Includes all activities associated with the administration, management, and implementation of the Income Tax Code and other state imposed taxes, including the associated collection of such taxes.											
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified			

# Line of Busines 330 Internal Risk Management and Mitigation

999 Alcoholic Beverage Control,

Department of

Involves all activities relating to the processes of analyzing exposure to risk and determining appropriate countermeasures.

sales tax.

Beer and wine wholesales tax, and alcohol taxes and

11/22/2004

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**V** 

### Line of Busines 330 Internal Risk Management and Mitigation

Involves all activities relating to the processes of analyzing exposure to risk and determining appropriate countermeasures.

Fun	ction 10 Continger	ncy Plan	ning			
	Involves the	actions r	equired	to plan fo	r, respond to, and mitigate damaging events.	
		Agency	Cross	External		
Agency	7	Specific	Agency	Provider	Notes	Verified
999	Alcoholic Beverage Control, Department of	<b>✓</b>	Ш			11/22/2004
957	Commonwealth's Attorneys' Services Council	✓				11/23/2004
750	Correctional Education, Department of	<b>V</b>				11/17/2004
799	Corrections, Department of	<b>V</b>				11/23/2004
140	Criminal Justice Services, Department of	V				11/29/2004
127	Emergency Management, Department of	✓				11/24/2004
960	Fire Programs, Department of	<b>V</b>				11/29/2004
777	Juvenile Justice, Department of	<b>V</b>				11/30/2004
123	Military Affairs, Department of	<b>V</b>				11/17/2004
156	State Police, Department of	✓				11/19/2004
Fun	ction 20 Continuity	y Of Ope	eration	S		
		d prepara	tion req	uired to e	the identification of critical systems and processes, nsure that these systems and processes will be ava	
Agency	7	Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beverage Control, Department of	<b>~</b>				11/22/2004
957	Commonwealth's Attorneys' Services Council	✓				11/23/2004
750	Correctional Education, Department of	✓				11/17/2004
799	Corrections, Department of	<b>~</b>				11/23/2004

# Internal Risk Management and Mitigation Involves all activities relating to the processes of analyzing exposure to risk and determining appropriate countermeasures. Function 20 Continuity Of Operations Involves the activities associated with the identification of critical systems and processes, and the planning and preparation required to ensure that these systems and processes will be available in the event of a catastrophic event. Agency Agency Cross Specific Agency Provider Notes Verified

		Agency	Cross	External		
Agency	7	Specific	Agency	Provider	Notes	Verified
140	Criminal Justice Services,	✓				11/29/2004
	Department of					
127	Emergency Management,	<b>V</b>				11/24/2004
	Department of					
960	Fire Programs, Department of	✓				11/29/2004
777	Juvenile Justice, Department of	✓				11/30/2004
123	Military Affairs, Department of	✓				11/17/2004
766	Parole Board, Virginia	✓		799		11/29/2004
156	State Police, Department of	<b>✓</b>				11/19/2004

### Function 30 Service Recovery

Involves the internal actions necessary to develop a plan for resuming operations after a catastrophic event occurs.

Agency	1	Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beverage Control, Department of	<b>V</b>				11/22/2004
957	Commonwealth's Attorneys' Services Council	<b>V</b>				11/23/2004
750	Correctional Education, Department of	<b>V</b>				11/17/2004
799	Corrections, Department of	✓				11/23/2004
140	Criminal Justice Services, Department of	<b>V</b>				11/29/2004
127	Emergency Management, Department of	<b>V</b>				11/24/2004
960	Fire Programs, Department of	✓				11/29/2004
777	Juvenile Justice, Department of	✓				11/30/2004

Line of Busines	33	30 Inter	nal Risł	k Manage	ment a	and M	itigatio	on						
			es all acti ermeasur		ating to the processes of analyzing exposure to risk and determining appropriate									
	Fun	ction	30	Service R	ecovery	/								
				Involves the event occur	he internal actions necessary to develop a plan for resuming operations after a catastrophic curs.									
_	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes		Verified				
	123	Military Aff	airs, Depar	tment of	✓				11/17/2004					
	156 State Police, Department of													
Line of Busines	33	331 Legislative Relations												
	s 331 Legislative Relations Involves activities aimed at the development, tracking, and amendment of public laws through the legislative branch of the state government.													
	Fun	action	10	Legislative Involves all a entity and the	activities	associat	ted with s		formal relationship I	petween a state government				
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes		Verified				
	999	Alcoholic Be Department	_	itrol,	<b>V</b>					11/22/2004				
	957	Commonwea Council	lth's Attorn	eys' Services	<b>✓</b>					11/23/2004				
	750	Correctional of	Education,	, Department	✓	Ш				11/17/2004				
	799	Corrections,	Departmen	nt of	<b>~</b>					11/23/2004				
	140	Criminal Just Department		3,	✓					11/29/2004				
	127	Emergency M Department		t,	<b>V</b>					11/24/2004				
	960	Fire Progran	ns, Departm	ent of	<b>✓</b>					11/29/2004				
	777	Juvenile Just	ice, Depart	ment of	<b>✓</b>					11/30/2004				
	123	Military Aff	airs, Depar	tment of	<b>✓</b>					11/17/2004				
	766	Parole Board	, Virginia		✓					11/29/2004				
	156	State Police,	Departmen	nt of	<b>V</b>				11/19/2004					

### Line of Busines 331 Legislative Relations

Involves activities aimed at the development, tracking, and amendment of public laws through the legislative branch of the state government.

Fun	ction 20 Legislatio	n Testir	mony			
	Involves acti legislation.	vities ass	ociated	with prov	riding testimony/evidence in support of, or c	pposition to,
Agency	7	Agency Specific	Cross	External Provider	Notes	Verified
	Alcoholic Beverage Control, Department of	<b>✓</b>				11/22/2004
957	Commonwealth's Attorneys' Services Council	V				11/23/2004
750	Correctional Education, Department of	V				11/17/2004
799	Corrections, Department of	✓				11/23/2004
140	Criminal Justice Services, Department of	<b>V</b>				11/29/2004
127	Emergency Management, Department of	<b>V</b>				11/24/2004
960	Fire Programs, Department of	<b>V</b>				11/29/2004
777	Juvenile Justice, Department of	✓				11/30/2004
123	Military Affairs, Department of	✓				11/17/2004
766	Parole Board, Virginia	<b>~</b>				11/29/2004
156	State Police, Department of	✓				11/19/2004
Fun	ction 30 Legislatio	n Track	ing			
	Involves mor	nitoring le	gislation	from intr	oduction to enactment.	
Agency	7	Agency Specific	Cross	External Provider	Notes	Verified
	Alcoholic Beverage Control,	<b>✓</b>		TTOVICE	Tivits	11/22/2004
999	Department of					11/22/2004
957	Commonwealth's Attorneys' Services Council	<b>V</b>				11/23/2004
750	Correctional Education, Department of	<b>V</b>				11/17/2004
799	Corrections, Department of	<b>V</b>				11/23/2004

### Line of Busines 331 Legislative Relations

Involves activities aimed at the development, tracking, and amendment of public laws through the legislative branch of the state government.

Fun	ction 30 Legislatio	n Track	ing		
	Involves mo	nitoring le	gislation	from intr	oduction to enactment.
Agency	y	Agency Specific	Cross Agency	External Provider	Notes Verified
140	Criminal Justice Services, Department of	<b>✓</b>			11/29/200
127	Emergency Management, Department of	<b>✓</b>			11/24/200
960	Fire Programs, Department of	<b>V</b>			11/29/200
777	Juvenile Justice, Department of	<b>V</b>			11/30/200
123	Military Affairs, Department of	<b>V</b>			11/17/200
766	Parole Board, Virginia	✓			11/29/200
156	State Police, Department of	<b>V</b>			11/19/200
Agency	y	Agency Specific	Cross Agency	External Provider	Notes Verified
Agency	y	Specific			Notes Verified
999	Alcoholic Beverage Control, Department of	✓			11/22/200
957	Commonwealth's Attorneys' Services Council	<b>V</b>			11/23/200
750	Correctional Education, Department of	<b>V</b>			11/17/200
799	Corrections, Department of	<b>✓</b>			11/23/200
140	Criminal Justice Services, Department of	✓			11/29/200
127	Emergency Management, Department of	<b>V</b>			11/24/200
960		<b>~</b>			11/29/200
777	Juvenile Justice, Department of	<b>~</b>			11/30/200
		_	_		
123	Military Affairs, Department of	✓	Ш		11/17/200

Line of Busines	33	31 Legis	slative F	Relations									
				es aimed at		-	-	king, and a	mendment of publ	ic laws through the			
	Fur	nction	40	Proposal	Develop	ment							
				Involves dra	nvolves drafting proposed legislation that creates or amends laws subject to legislative action.								
	Agenc	y			Agency Specific	Cross Agency	External Provider		Verified				
	156	State Police,	Departmen	nt of	<b>✓</b>					11/19/2004			
Line of Busines	33	32 Planr	ning and	d Resour	ce Allo	catio	n						
						_	_		ntifying and establi ong those program	shing programs and s and processes.			
	Fur	nction	10	Budget E	xecutior	1							
								-	agency expenditures, and distributions of	s, invoices, billing dispute shared expenses.			
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes		Verified			
	999	Alcoholic Be Department	-	trol,	<b>V</b>					11/22/2004			
	957	Commonwea Council	lth's Attorn	eys' Services	V					11/23/2004			
	750	Correctional of	Education,	Department	<b>V</b>					11/17/2004			
	799	Corrections,	Departmen	t of	<b>✓</b>					11/23/2004			
	140	Criminal Just Department		,	<b>V</b>					11/29/2004			
	127	Emergency M Department		t,	<b>V</b>					11/24/2004			
	960	Fire Program	ns, Departm	ent of	<b>✓</b>					11/29/2004			
	777	Juvenile Just	ice, Depart	ment of	<b>~</b>					11/30/2004			
	123	Military Aff	airs, Depart	tment of	<b>✓</b>					11/17/2004			
	766	Parole Board	, Virginia		<b>✓</b>		799			11/29/2004			

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156 State Police, Department of

11/19/2004

### Planning and Resource Allocation Line of Busines 332 Involves the activities of determining strategic direction, identifying and establishing programs and processes, and allocating resources (capital and labor) among those programs and processes. 20 **Budget Formulation Function** Involves all activities undertaken to determine priorities for future spending and to develop an itemized forecast of future funding and expenditures during a targeted period of time. This includes the collection and use of performance information to assess the effectiveness of programs and develop budget priorities. Agency Cross External Agency Specific Agency Provider Notes Verified V 999 Alcoholic Beverage Control, 11/22/2004 Department of V 957 Commonwealth's Attorneys' Services 11/23/2004 Council V 750 Correctional Education, Department 11/17/2004 V 799 Corrections, Department of 11/23/2004 **V** Criminal Justice Services, 11/29/2004 Department of **V** 127 Emergency Management, 11/24/2004 Department of **~** 960 Fire Programs, Department of 11/29/2004 **~** 777 Juvenile Justice, Department of 11/30/2004 **V** 123 Military Affairs, Department of 11/17/2004 **V** 799 766 Parole Board, Virginia 11/29/2004 **~** 156 State Police, Department of 11/19/2004 30 Capital Planning **Function** Involves the processes for ensuring that appropriate investments are selected for capital expenditures. External Agency Cross Specific Agency Provider Notes Verified Agency **V** 999 Alcoholic Beverage Control, 11/22/2004 Department of

11/23/2004

11/23/2004

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**V** 

**V** 

957 Commonwealth's Attorneys' Services

799 Corrections, Department of

Council

## Line of Busines 332 Planning and Resource Allocation

Involves the activities of determining strategic direction, identifying and establishing programs and processes, and allocating resources (capital and labor) among those programs and processes.

Fun	ction	30	Capital Pl	anning				
			Involves the	processe	es for er	suring th	at appropriate investments	are selected for capital expenditures.
Agency	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
127	Emergency M	Ianagement	.,	<b>✓</b>				11/24/200
	Department of	of			_			
777	Juvenile Justi	ce, Departi	nent of	<b>✓</b>	Ш			11/30/2004
123	123 Military Affairs, Departm		ment of	<b>V</b>				11/17/2004
156	State Police,	Departmen	t of	<b>V</b>				11/19/2004
Fun	ction	50	Managem	ent Imp	roveme	ent		
			Includes all reengineerin			_	ng efficiency of business pr	ocesses and identify opportunities for
Agency	7			Agency	Cross	External	N-4	Verified
	<u> </u>		. 1	Specific	Agency	Provider	Notes	
999	Alcoholic Bey Department of	-	troi,	<b>.</b>	ш			11/22/2004
750	Correctional of		Department	✓				11/17/2004
799	Corrections,	Departmen	t of	✓				11/23/2004
140	Criminal Justi Department of		,	<b>V</b>				11/29/2004
127	Emergency M Department of	-	.,	✓				11/24/2004
777	Juvenile Justi	ce, Departi	nent of	✓				11/30/2004
123	Military Affa	irs, Depart	ment of	<b>~</b>				11/17/2004
766	Parole Board,	_		<b>✓</b>		799		11/29/2004
	State Police,	-	t of	<b>✓</b>				11/19/2004
Fun	ction	60	Strategic	Plannin	g			
			Entails the cachieving the			nnual and	long-term goals and the id	entification of the best approach for
Agency	v			Agency Specific	Cross Agency	External Provider	Notes	Verified

# Line of Busines 332 Planning and Resource Allocation

Involves the activities of determining strategic direction, identifying and establishing programs and processes, and allocating resources (capital and labor) among those programs and processes.

Fun	ction 60 Strategic	Plannin	g			
	Entails the dachieving the			nnual and	d long-term goals and the identification of the best approach f	or
Agency	у	Agency Specific	Cross Agency	External Provider	Notes Veri	fied
999	Alcoholic Beverage Control, Department of	<b>✓</b>			11/22	2/2004
957	Commonwealth's Attorneys' Services Council	✓			11/23	3/2004
750	Correctional Education, Department of	<b>V</b>			11/17	7/2004
799	Corrections, Department of	<b>V</b>			11/23	3/2004
140	Criminal Justice Services, Department of	<b>V</b>			11/29	9/2004
127	Emergency Management, Department of	<b>V</b>			11/24	4/2004
960	Fire Programs, Department of	<b>V</b>			11/29	9/2004
777	Juvenile Justice, Department of	<b>V</b>			11/30	0/2004
123	Military Affairs, Department of	<b>✓</b>			11/17	7/2004
766	Parole Board, Virginia	<b>✓</b>			11/29	9/2004
	State Police, Department of	<b>V</b>			11/19	9/2004
Fun	ction 70 Workforce	Planni	ng			
		•			the workforce competencies required to meet the agency's strategies to meet these requirements.	
Agency	y	Agency Specific	Cross Agency	External Provider	Notes Veri	fied
999	Alcoholic Beverage Control, Department of	✓			11/22	2/2004
957	Commonwealth's Attorneys' Services Council	✓			11/23	3/2004
750	Correctional Education, Department of	<b>V</b>			11/17	7/2004
799	Corrections, Department of	✓			11/23	3/2004

Line of Decisions	2.0	00 DI		l D			_				
Line of Busines	33	Involv	es the act		terminin	g strat	egic dire			l establishing	_
		-	-			•	ital and	labor) am	ong those p	rograms and	processes.
	Fun	nction	70	Workforce	e Plannii	ng					
										cies required to requirements.	meet the agency's
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes			Verified
	140	Criminal Jus Department		3,	✓						11/29/200
	127	Emergency Department	_	t,	✓						11/24/200
	777	Juvenile Jus	tice, Depart	ment of	<b>V</b>						11/30/200
	123	Military Af	fairs, Depart	tment of	<b>V</b>						11/17/200
	766	Parole Board	d, Virginia		<b>v</b>		799				11/29/200
	156	State Police	, Departmen	nt of	<b>v</b>						11/19/200
Line of Busines	3.3	33 Publ	ic Affair	·s							
		Involv								state governm state interests	ent, citizens and s.
	Fur	nction	10	Customer	Service	es					
								-			nation regarding the n those customers.
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes			Verified
	999	Alcoholic B Department	_	itrol,	<b>✓</b>						11/22/200
	957	Commonwe Council	alth's Attorn	eys' Services	✓						11/23/200
	799	Corrections	, Departmen	t of	<b>✓</b>						11/23/200
	140	Criminal Just Department		3,	✓						11/29/200
	127	Emergency Department	Managemen	t,	<b>V</b>						11/24/200

✓

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960 Fire Programs, Department of

777 Juvenile Justice, Department of

11/29/2004

11/30/2004

### Line of Busines 333 Public Affairs

Involves the exchange of information and communication between the state government, citizens and stakeholders in direct support of citizen services, public policy, and/or state interests.

Fun	ction	10	Customer	Service	es			
						•	viding an agency's customers with information	
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
123	Military Affa	irs, Departi	ment of	✓			Guardsmen recruiting and retention	11/17/2004
766	Parole Board,	Virginia		$\checkmark$			Victims	11/29/2004
156	State Police,	Department	of	✓				11/19/2004
Fun	ction	20	Official In	formation	on Dis	seminat	ion	
						Ū	vernment information to external stakeholder eo, paper, web, etc.	s through the use
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Be	_	rol,	<b>V</b>				11/22/2004
957	Commonweal Council	lth's Attorne	eys' Services	<b>V</b>				11/23/2004
750	Correctional of	Education,	Department	<b>V</b>				11/17/2004
799	Corrections,	Department	of	✓				11/23/2004
140	Criminal Justi Department of	,		✓				11/29/2004
127	Emergency M Department of	-	,	<b>V</b>				11/24/2004
960	Fire Program	s, Departme	ent of	<b>~</b>				11/29/2004
777	Juvenile Just	ice, Departn	nent of	<b>✓</b>				11/30/2004
766	Parole Board,	Virginia		<b>✓</b>			Victims	11/29/2004
156	State Police,	Department	of	<b>✓</b>				11/19/2004

### Line of Busines 333 Public Affairs

Involves the exchange of information and communication between the state government, citizens and stakeholders in direct support of citizen services, public policy, and/or state interests.

Fun	oction 30	Product O	utreach	l			
			romote a			t services products, and programs to the genera rease the number of customers/beneficiaries o	
Agency	y		Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beverage Cor Department of	ntrol,	<b>✓</b>				11/22/2004
957	Commonwealth's Attorn	neys' Services	<b>✓</b>				11/23/2004
799	Corrections, Departmen	nt of	<b>V</b>			Virginia Correctional Enterprises related.	11/23/2004
127	Emergency Managemen Department of	t,	✓				11/24/2004
960	Fire Programs, Departm	nent of	<b>✓</b>				11/29/2004
777	Juvenile Justice, Depart	ment of	<b>V</b>				11/30/2004
123	Military Affairs, Depar	tment of	<b>V</b>			Guardsmen recruiting and retention.	11/29/2004
156	State Police, Departmen	nt of	V				11/19/2004
Fun	action 40	Public Re	lations				
		Involves the concerns.	efforts to	promot	e an orga	nization's image through the effective handling	of citizen
Agency	y		Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beverage Cor Department of	ntrol,	<b>V</b>				11/22/2004
957	Commonwealth's Attorn	neys' Services	✓				11/23/2004
799	Corrections, Departmen	nt of	<b>✓</b>				11/23/2004
140	Criminal Justice Services Department of	S,	✓				11/29/2004
127	Emergency Managemen Department of	t,	✓				11/24/2004
960	Fire Programs, Departm	nent of	<b>✓</b>				11/29/2004
777	Juvenile Justice, Depart	ment of	<b>✓</b>				11/30/2004

Line of Busines	33	Involves	s the exc	hange of in				nication between the state government, citizer public policy, and/or state interests.	ns and	
	Fun	ction	40	Public Relations Involves the efforts to promote an organization's image through the effective handling of citizen concerns.						
	Agency	y			Agency Specific	Cross Agency	External Provider	Notes	Verified	
		Parole Board, V	_		<b>✓</b>				11/29/2004	
	156	State Police, D	epartment	of	✓				11/19/2004	
Line of Busines	33	84 Regula	atory D	evelopm	ent					
	Involves activities associated with developing regulations, policies, and guidance to implement laws.									
	Fun	ction	10	Policy and	l Guidar	nce De	velopme	ent		
	Involves the creation and dissemination of guidelines to assist in the interpretation and implementation of regulations.									
	Agency	y			Agency Specific	Cross Agency	External Provider	Notes	Verified	
	999	Alcoholic Bevo Department of	-	rol,	✓				11/22/2004	
	140	Criminal Justic Department of			<b>V</b>			Private security training standards, Criminal Justice Services Board.	11/29/2004	
	Fun	ction	20	Public Cor	mment	Tracki	ng			
				Involves the regulations.	activities	of solici	ting, main	staining, and responding to public comments regarding	gproposed	
_	Agency	y			Agency Specific	Cross Agency	External Provider	Notes	Verified	
	999	Alcoholic Beve Department of	-	rol,	✓				11/22/2004	
	140	Criminal Justic Department of			<b>V</b>			Private security training standards, Criminal Justice Services Board.	11/29/2004	
	Fun	ction	30	Regulator	y Creat	ion				
		Involves the activities of researching and drafting proposed and final regulations.								
·	Agency	y	_		Agency Specific	Cross Agency	External Provider	Notes	Verified	

Line of Busines	33	3	•		develop	oing regi	ulations, policies, and guidance to implement	laws.
	Fun	ction 30	Regulator	y Creat	ion			
			Involves the	e activities	of rese	arching a	nd drafting proposed and final regulations.	
	Agency	7		Agency Specific	Cross Agency	External Provider	Notes	Verified
	999	Alcoholic Beverage Co	ontrol,	✓				11/22/2004
	140	Criminal Justice Servic Department of	es,	<b>✓</b>			Private security training standards, Criminal Justice Services Board.	11/29/2004
	Fun	ction 40	Regulator	y Public	cation			
			Includes all	activities	associat	ted with th	ne publication of a proposed or final regulation, policy	y or standard.
	Agency	7		Agency Specific	Cross Agency	External Provider	Notes	Verified
	999	Alcoholic Beverage Co Department of	ontrol,	V				11/22/2004
	140	Criminal Justice Servic Department of	es,	V			Private security training standards, Criminal Justice Services Board.	11/29/2004
Line of Busines	33	Includes the c	ollection of g gement Sub-	Function			n all sources. Note: Tax collection is accounte I Government line of business.	ed for in
	Fun	ction 10	Debt Coll	ection				
			Supports action foreign and				collection of money owed to the state government f	rom both
	Agency	7		Agency Specific	Cross Agency	External Provider	Notes	Verified
	127	Emergency Manageme Department of	nt,	<b>V</b>			Debts collected for hazardous materials response activities and improper use of disaster assistance funds.	11/24/2004
	960	Fire Programs, Depart	ment of	<b>V</b>			On retail sales of approximately \$0.75-million per annum	11/29/2004

Line of Busines	33	5 Rev	enue Col	lection									
				_					s. Note: Tax collection int line of business.	s accounted	d for in		
	Fun	ction	20	Forfeited	Asset S	haring	I						
				Forfeited A	nvolves all activities associated with managing and administering assets seized under the Virginia Forfeited Asset Sharing Program. Seized assets can include money and property used in substantial connection with the manufacture, sale, or distribution of an illegal narcotic or alcohol.								
	Agency	7			Agency Specific	Cross Agency	External Provider	Notes			Verified		
		Alcoholic E Departmen	Beverage Cont	rol,	<b>✓</b>						11/22/2004		
	140	_	stice Services,		V					11/29/2004			
		_	e, Department	t of	V						11/30/2004		
	Fun	Function 40 User Fee Collection											
	Involves the collection of fees assessed on individuals or organizations for the provision of government goods or resources (i.e. State Parks).												
	Agency	,			Agency Specific	Cross Agency	External Provider	Notes			Verified		
		Criminal Ju Departmen	stice Services, t of		V			Training fees	s for non-governmental orga	anizations	11/29/2004		
Line of Busines	33		enue Ger										
		fundi	ing mechan rvices for ci	ism, or as	mechani	ism to	provide	funding that	rate revenue for the ger is earmarked for a spe ures and does not inclu	ecific servic	e or set		
	Fun	ction	10	Alcoholic	Bevera	ges							
								ocurement, wased outlets.	arehousing, and distribution	n of alcoholic	beverages		
	Agency	,				Cross Agency	External Provider	Notes			Verified		
		Alcoholic E Departmen	Beverage Cont t of	rol,	<b>✓</b>						11/22/2004		

Line of Busines	336	Revenue Generation
Line of Busines	336	Revenue Generation

Includes business ventures the Commonwealth uses to generate revenue for the general fund, as a selffunding mechanism, or as mechanism to provide funding that is earmarked for a specific service or set of services for citizens. This LOB only includes business ventures and does not include licensing and user fees.

Fun	ction	20	Correction	nal Ente	erprise	S		
						•	g a business enterprise at each state prison that pro chased by taxpayer supported and nonprofit organ	
Agency	v			Agency Specific	Cross	External Provider	Notes	Verified
799		Department	of	V		110/1401	1000	11/23/2004
Fun	ction	40	Prison Sp	ace Rer	ıtal			
			Includes all other govern			to renting	/leasing excess prison space (housing criminals for	a fee) to
Agency	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
799	Corrections,	Department	of	<b>V</b>				11/23/2004
777	Juvenile Jus	tice, Departn	nent of	V				11/30/2004
Fun	ction	50	Retail Sal	es				
			Includes all	activities	related t	o the reta	il sale of merchandise to the general public.	
Agency	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Bo	U	rol,	<b>V</b>			Alcohol and lottery tickets.	11/22/2004
799	Corrections,	Department	of	<b>~</b>				11/23/2004
960	Fire Program	ns, Departme	ent of	✓			Retail sales of approximately \$0.75-million per annum.	11/29/2004
777	Juvenile Jus	tice. Departn	nent of	<b>~</b>				11/30/2004

## 4 Management of Government Resources

Refers to the resource management activities that must be performed for the State Government to operate effectively on a day-to-day basis. With the exception of Logistics Management, the sub-functions in this business area can be used to identify agency specific and/or cross-agency activities. The Logistics Management sub-function can only be used to identify agency specific activities.

Line of Busines 437 Administrative Management
Involves the day-to-day management and maintenance of the internal infrastructure.

Fun	ction	10	Equipmen	t Manag	jement			
			Involves the possessions				on, and operation of machinery and other capital asse	ts that are
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beve Department of	_	rol,	✓				11/22/2004
957	Commonwealth Council	's Attorne	ys' Services	<b>V</b>				11/23/2004
750	Correctional E	ducation,	Department	<b>~</b>				11/17/2004
799	Corrections, D	epartment	of	✓			Includes water and wastewater treatment plants and power plant operations at selected facilities	11/23/2004
140	Criminal Justice Department of	,		<b>V</b>			L L	11/29/2004
127	Emergency Ma Department of	nagement.		<b>V</b>				11/24/2004
960	Fire Programs,		ent of	<b>~</b>				11/29/2004
777	Juvenile Justice	e, Departn	nent of	✓				11/30/2004
123	Military Affair	s, Departi	nent of	✓				11/17/2004
766	Parole Board, V	'irginia		✓		799		11/29/2004
156	State Police, D	epartment	of	✓				11/19/2004

## Line of Busines 437 Administrative Management

	Involves	the day	-to-day maı	nageme	nt and	mainten	ance of the internal infrastructure.	
Fur	ction	20	Facilities	Manage	ement			
							on, and operation of office buildings, other buildings, a tate government.	and parking
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beve Department of	_	rol,	✓				11/22/2004
799	Corrections, D	epartment	of	✓				11/23/2004
140	Criminal Justice Department of			V				11/29/2004
127	Emergency Ma Department of	-	,	<b>V</b>				11/24/2004
777	Juvenile Justice	e, Departr	nent of	<b>V</b>				11/30/2004
123	Military Affair	s, Depart	ment of	<b>V</b>				11/17/2004
766	Parole Board, V	/irginia		<b>V</b>		799		11/29/2004
156	State Police, D	epartmen	t of	<b>V</b>				11/19/2004
run	action	30		mainten	ance, ac		ion, and operation of fleets (cars, trucks, aircraft, wat	ercraft,
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beve Department of	_	rol,	✓				11/22/2004
799	Corrections, D	epartment	of	<b>✓</b>				11/23/2004
127	Emergency Ma Department of	_	,	✓				11/24/2004
960	Fire Programs,	Departme	ent of	✓		VDOT	Approximately 14 vehicles and 32 trailers plus pool draws from VDOT.	11/29/2004
777	Juvenile Justice	e, Departr	nent of	<b>~</b>				11/30/2004
123	Military Affair	s, Depart	ment of	<b>~</b>				11/17/2004
766	Parole Board, V	/irainia		<b>✓</b>		799		
		ngiiia				1,7,7		11/29/2004

# Line of Busines 437 Administrative Management

#### Involves the day-to-day management and maintenance of the internal infrastructure. 40 Help Desk Services **Function** Involves the management of a service center to respond to government and contract employees' technical and administrative questions. Cross External Agency Agency Specific Agency Provider Notes Verified **V** 999 Alcoholic Beverage Control, Supports store operations. 11/22/2004 Department of **V** 750 Correctional Education, Department IT help desk. 11/17/2004 of V 127 Emergency Management, 11/24/2004 Department of V 11/30/2004 777 Juvenile Justice, Department of **V** 766 Parole Board, Virginia 799 11/29/2004 50 Physical Security Management **Function** Involves the physical protection of an organization's personnel, assets, and facilities. Agency Cross External Specific Agency Provider Notes Agency Verified V 999 Alcoholic Beverage Control, 11/22/2004 Department of **V** 957 Commonwealth's Attorneys' Services 11/23/2004 Council **V** 750 Correctional Education, Department 11/17/2004 of **~** 799 Corrections, Department of 11/23/2004 **V** Criminal Justice Services, 11/29/2004 Department of **V** 127 Emergency Management, 11/24/2004 Department of **V** 960 Fire Programs, Department of 11/29/2004 **~** 777 Juvenile Justice, Department of 11/30/2004 **~** 123 Military Affairs, Department of 11/17/2004 **~** 799 766 Parole Board, Virginia 11/29/2004 **~** 156 State Police, Department of 11/19/2004

## Line of Busines 437 Administrative Management

Fun	ction 60	Travel							
		Involves the an organizat				olanning, prepa	aring, and mo	onitoring of business	related travel for
Agency	y		Agency Specific	Cross Agency	External Provider	Notes			Verified
999	Alcoholic Beverage Contr Department of	ol,	<b>✓</b>						11/22/2004
957	Commonwealth's Attorney	ys' Services	<b>✓</b>						11/23/2004
750	Correctional Education, I	Department	<b>V</b>						11/17/2004
799	Corrections, Department	of	<b>V</b>						11/23/2004
140	Criminal Justice Services, Department of		V						11/29/2004
127	Emergency Management, Department of		V						11/24/2004
960	Fire Programs, Departmen	nt of	✓						11/29/2004
777	Juvenile Justice, Departm	ent of	<b>V</b>						11/30/2004
123	Military Affairs, Departn	nent of	<b>V</b>						11/17/2004
766	Parole Board, Virginia		✓		799				11/29/2004
156	State Police, Department	of	<b>V</b>						11/19/2004
Fun	ction 70	Workplace	Policy	Devel	opment	And Manage	ement		
		Includes all a reporting rec					inate workpla	ace policies such as o	dress codes, time
Agency	y		Agency Specific	Cross Agency	External Provider	Notes			Verified
999	Alcoholic Beverage Contr Department of	ol,	<b>V</b>						11/22/2004
957	Commonwealth's Attorney	ys' Services	<b>V</b>						11/23/2004
750	Correctional Education, I	Department	<b>V</b>						11/17/2004
799	Corrections, Department	of	✓						11/23/2004

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Line of Busines	43			ve Manag -to-day man			mainten	ance of t	the internal	infrastructure.	
	Fur	nction	70	Workplace	Policy	Devel	opment	And Mai	nagement		
						•	d to develop and disseminate workplace policies such as dress codes, commuting, etc.				
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes			Verified
	140	Criminal Justi Department of			✓						11/29/2004
	127	Emergency M Department of	_	,	✓					11/	11/24/2004
	960	Fire Programs		ent of	<b>V</b>						11/29/2004
	777	Juvenile Justi	ce, Departn	nent of	<b>v</b>						11/30/2004
	123	Military Affa	irs, Departr	nent of	<b>v</b>					11/17	
	766	Parole Board,	Virginia		<b>V</b>		799				11/29/2004
	156	State Police,	Department	of	<b>v</b>						11/19/2004
		The us entity's charac	e of finand activities terized by	in relation t	tion to l to its ob	jective licies,	s. The a	bility to s, standa	obtain and	use such inforn	d efficiency of an nation is usually rols that reliably
	Fur	ction	10	Accounting	g						
				maintenance	of funds	and exp	penditure	of state a	ppropriations	(Salaries and Exp	s associated with the penses, Operation and with applicable state
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes			Verified
	999	Alcoholic Bev Department of	-	rol,	✓						11/22/2004
	957	Commonweal Council	th's Attorne	ys' Services	✓						11/23/2004
	750	Correctional of	Education,	Department	<b>~</b>						11/17/2004
	799	Corrections, l	Department	of	<b>V</b>						11/23/2004

Line of Busines	43	88 Finan	cial Ma	anagemer	nt								
		entity's charact	The use of financial information to measure, operate and predict the effectiveness and efficiency of an entity's activities in relation to its objectives. The ability to obtain and use such information is usually characterized by having in place policies, practices, standards, and a system of controls that reliably capture and report activity in a consistent manner.										
	Fur	ction	10	Accountin	ng								
				maintenance	ntails accounting for assets, liabilities, fund balances, revenues and expenses associated with the naintenance of funds and expenditure of state appropriations (Salaries and Expenses, Operation and laintenance, Procurement, Working Capital, Trust Funds, etc.), in accordance with applicable state sandards.								
- -	Agenc	v			Agency Specific	Cross	External Provider	Notes		Verified			
<u>-</u>		Criminal Justic		i,	<b>✓</b>			11/29/2004					
	127	Emergency Ma	anagemen	t,	V					11/24/2004			
	960	Fire Programs	, Departm	ent of	<b>V</b>					11/29/2004			
	777	Juvenile Justic	ment of	<b>V</b>					11/30/2004				
	123	Military Affai	rs, Depar	tment of	<b>V</b>					11/17/2004			
	766	Parole Board,	Virginia		✓		799		11/29/2004				
	156	State Police, I	Departmen	nt of	<b>✓</b>				11/19/2004				
	Function 20 Asset and Liability Management												
	Provides accounting support for the management of assets and liabilities of the state government.												
- -	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes		Verified			
	999	Alcoholic Bev Department of	_	trol,	<b>V</b>					11/22/2004			
	957	Commonwealt Council	h's Attorn	eys' Services	<b>~</b>					11/23/2004			
	750 Correctional Education, Do		Department	✓					11/17/2004				
	799 Corrections, Departme			t of	<b>✓</b>					11/23/2004			
	140	Criminal Justic	e Services	i.	✓					11/29/2004			

11/29/2004

11/24/2004

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**V** 

140 Criminal Justice Services,

127 Emergency Management,

Department of

Department of

## Line of Busines 438 Financial Management

The use of financial information to measure, operate and predict the effectiveness and efficiency of an entity's activities in relation to its objectives. The ability to obtain and use such information is usually characterized by having in place policies, practices, standards, and a system of controls that reliably capture and report activity in a consistent manner.

Fur	oction 20	Asset and	l Liabilit	y Man	agemer	t	
		Provides ac	counting	support t	for the ma	nagement of assets and	d liabilities of the state government.
Agenc	y		Agency Specific	Cross Agency	External Provider	Notes	Verified
960	Fire Programs, Departm	ent of	✓				11/29/2004
777	Juvenile Justice, Departs	ment of	$\checkmark$				11/30/2004
123	Military Affairs, Depart	ment of	$\checkmark$				11/17/2004
766	Parole Board, Virginia		$\checkmark$		799		11/29/2004
156	State Police, Departmen	t of	<b>V</b>				11/19/2004
Fur	oction 30	Budget ar	nd Finan	се			
Agono				s and ot		Notes	nd reimbursable spending authority, fund  Verified
Agenc			Specific	Agency	Provider	Notes	
999	Alcoholic Beverage Con Department of	trol,					11/22/2004
957	Commonwealth's Attorn	eys' Services	<b>V</b>				11/23/2004
750	Correctional Education, of	Department	✓				11/17/2004
799	Corrections, Departmen	t of	✓				11/23/2004
140	Criminal Justice Services Department of	,	✓				11/29/2004
127	Emergency Management Department of	t,	✓				11/24/2004
960	Fire Programs, Departm	ent of	<b>✓</b>				11/29/2004
777	Juvenile Justice, Departs	ment of	<b>✓</b>				11/30/2004
							11/30/2001
123	Military Affairs, Depart	ment of	<b>✓</b>				11/17/2004

## Line of Busines 438 Financial Management

The use of financial information to measure, operate and predict the effectiveness and efficiency of an entity's activities in relation to its objectives. The ability to obtain and use such information is usually characterized by having in place policies, practices, standards, and a system of controls that reliably capture and report activity in a consistent manner.

Fur	ction 30	) Budge	t and Finan	се			
		program operatio	ns, budgets, a ons through ap	nd perfo	ormance of tion and a	budget process including the development of plans are butputs and outcomes as well as financing state prog pportionment of direct and reimbursable spending au cing mechanisms.	rams and
Agenc	y		Agency Specific	Cross Agency	External Provider	Notes	Verified
766	Parole Board, Virg	inia	<b>V</b>		799		11/29/2004
156	State Police, Depa	rtment of	V				11/19/2004
Fur	ction 40	) Collec	tions and R	Receiva	ables		
		Includes	s deposits, fu	nd trans	fers, and	receipts for sales or services.	
Agenc	y		Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beverag Department of	e Control,	V				11/22/2004
957	Commonwealth's A	Attorneys' Servi	ces 🗸			Registration fees for some programs	11/23/2004
799	Corrections, Depa	rtment of	✓				11/23/2004
140	Criminal Justice Se Department of	rvices,	<b>V</b>				11/29/2004
127	Emergency Manag Department of	ement,	<b>V</b>				11/24/2004
777	Juvenile Justice, D	Department of	V			The Youth Enterprises staff receives funds for the sale of goods created by juvenile correctional center wards as part of the Youth Enterprises programs (a portion of funds from these sales is given back to the juveniles as payment for their work). The DJJ also receives support payments through the Division of Child Support Enforcement for youth in our custody.	11/30/2004
156	State Police, Depa	rtment of	✓				11/19/2004

Line of Busines 43	88 Financia	I Management
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The use of financial information to measure, operate and predict the effectiveness and efficiency of an entity's activities in relation to its objectives. The ability to obtain and use such information is usually characterized by having in place policies, practices, standards, and a system of controls that reliably capture and report activity in a consistent manner.

Fur	ction	50	Payments					
			agencies, lo	cal gover	nments	, and the	via a variety of mechanisms, to private individuals, private sector, to effect payment for goods and serve, subsidies, loans, or claims.	
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Be	-	rol,	<b>V</b>				11/22/2004
957	Department of Commonweal Council		eys' Services	V				11/23/2004
750	Correctional of	Education,	Department	<b>V</b>				11/17/2004
799	Corrections,	Department	of	<b>V</b>				11/23/2004
140	Criminal Justi Department			<b>V</b>				11/29/2004
127	Emergency M Department	_	,	V				11/24/2004
960	Fire Program	s, Departme	ent of	<b>~</b>				11/29/2004
777	Juvenile Just	ice, Departr	nent of	<b>~</b>				11/30/2004
123	Military Affa	irs, Depart	ment of	<b>~</b>				11/17/2004
766	Parole Board,	Virginia		<b>~</b>		799		11/29/2004
156	State Police,	Departmen	t of	✓				11/19/2004
Fur	ction	60	Reporting	and Inf	ormati	on		
			Includes pro	viding fin	ancial in	formation	, reporting and analysis of financial transactions.	
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Be Department	-	rol,	<b>V</b>				11/22/2004
957	Commonweal Council	lth's Attorne	eys' Services	<b>V</b>				11/23/2004

Line of Busines	438	3 Financial Manageme	nt									
Line of Busines	430	The use of financial information to measure, operate and predict the effectiveness and efficiency of an entity's activities in relation to its objectives. The ability to obtain and use such information is usually characterized by having in place policies, practices, standards, and a system of controls that reliably capture and report activity in a consistent manner.										
	Fund	ction 60 Reporting	and Inf	and Information								
		Includes pro	Agency	ancial ir		n, reporting and analysis of fina	ancial transactions.					
	Agency				External Provider	Notes	Verified					
		Correctional Education, Department of	Specific  V  V	<b>V</b>			11/17/2004					
	799	Corrections, Department of					11/23/2004					
		Criminal Justice Services, Department of					11/29/2004					
		Emergency Management, Department of	<b>V</b>				11/24/2004					
	960	Fire Programs, Department of	ent of				11/29/2004					
	777	Juvenile Justice, Department of					11/30/2004					
	123	Military Affairs, Department of					11/17/2004					
	766	Parole Board, Virginia	✓		799		11/29/2004					
	156	State Police, Department of	<b>✓</b>				11/19/2004					
Line of Busines	Involves all activities associated with the recruitment and management of personnel.											
	Fund	Includes red	ceiving, pr	ocessin	g, rating,		e jobs and involving preparation of					
	Agency				External Provider	Notes	Verified					
		Alcoholic Beverage Control, Department of	<b>V</b>				11/22/2004					

✓

✓

957 Commonwealth's Attorneys' Services

750 Correctional Education, Department

799 Corrections, Department of

Council

of

11/23/2004

11/17/2004

11/23/2004

#### **Human Resource Management** Line of Busines 439 Involves all activities associated with the recruitment and management of personnel. 05 Applicant Intake and Recruiting **Function** Includes receiving, processing, rating, and ranking applicants for sate jobs and involving preparation of lists of eligible candidates for consideration by management. Cross External Agency Agency Specific Agency Provider Notes Verified **V** 140 Criminal Justice Services, 11/29/2004 Department of **V** 127 Emergency Management, 11/24/2004 Department of V 960 Fire Programs, Department of 11/29/2004 **V** 777 Juvenile Justice, Department of 11/30/2004 **V** 123 Military Affairs, Department of 11/17/2004 **V** 766 Parole Board, Virginia 799 11/29/2004 **V** 156 State Police, Department of 11/19/2004 10 **Function** Benefit Administration Includes providing guidance and consultation to agencies, employees, former employees, annuitants, survivors, and eligible family members regarding retirement, insurance, health benefits, injury compensation, and health and survivor benefits. Agency Cross External Verified Agency Specific Agency Provider Notes **V** 999 Alcoholic Beverage Control, 11/22/2004 Department of 957 Commonwealth's Attorneys' Services 11/23/2004 Council ✓ 750 Correctional Education, Department 11/17/2004 of **~** 799 Corrections, Department of 11/23/2004 **V** Criminal Justice Services, 11/29/2004 Department of **V** 127 Emergency Management, 11/24/2004

11/29/2004

11/30/2004

11/17/2004

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**V** 

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Department of

Fire Programs, Department of

Juvenile Justice, Department of

123 Military Affairs, Department of

Line of Busines	43	9 Huma	an Reso	ource Mai	nagem	ent			
		Involve	es all acti	ivities assoc	ciated wi	th the I	recruitm	ent and manaç	gement of personnel.
	Fun	ction	10	Benefit A	dministı	ation			
					nd eligible	family i	members	regarding retiren	es, employees, former employees, annuitants, nent, insurance, health benefits, injury
	Agency	,			Agency Specific	Cross Agency	External Provider	Notes	Verified
	766	Parole Board,	Virginia		<b>✓</b>		799		11/29/200
	156	State Police,	Departmen	nt of	✓				11/19/200
	Fun	ction	15	Discipline	and Gr	ievanc	e		
				•	Ū	anagem	nent in ma		and managers, program administration, conduct, performance, attendance, and dispute
	Agency				Agency Specific	Cross Agency	External Provider	Notes	Verified
	999	Alcoholic Be	-	ntrol,	V				11/22/200
	957	Commonweal Council		neys' Services	<b>V</b>				11/23/200
	750	Correctional of	Education	, Department	✓				11/17/200
	799	Corrections,	Departmer	nt of	<b>✓</b>				11/23/200
		Criminal Justi Department		S,	✓				11/29/200
	127	Emergency M Department	-	t,	✓				11/24/200
	960	Fire Program	s, Departm	nent of	<b>~</b>				11/29/200
	777	Juvenile Just	ice, Depart	ment of	<b>~</b>				11/30/200
	123	Military Affa	airs, Depar	tment of	✓				11/17/200
		Parole Board,			<b>✓</b>		799		

11/19/2004

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156 State Police, Department of

#### **Human Resource Management** Line of Busines 439 Involves all activities associated with the recruitment and management of personnel. 20 **Drug Testing Function** Entails managing and monitoring work associated with obtaining periodic drug tests (random or mandatory) from employees or contractors in the agency's workforce. Agency Cross External Agency Specific Agency Provider Notes Verified **V** 799 Corrections, Department of 11/23/2004 **✓** 777 Juvenile Justice, Department of 11/30/2004 **V** 123 Military Affairs, Department of 11/17/2004 **V** 766 Parole Board, Virginia 799 11/30/2004 V 156 State Police, Department of 11/19/2004 **Function** 25 Evaluation Includes assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition. Agency Cross External Specific Agency Provider Notes Verified Agency V 999 Alcoholic Beverage Control, 11/22/2004 Department of **V** 957 Commonwealth's Attorneys' Services 11/23/2004 Council **~** 750 Correctional Education, Department 11/17/2004 of **~** 799 Corrections, Department of 11/23/2004 **V** 140 Criminal Justice Services, 11/29/2004 Department of **V** 127 Emergency Management, 11/24/2004 Department of **~** 960 Fire Programs, Department of 11/29/2004

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**V** 

777 Juvenile Justice, Department of

Parole Board, Virginia

156 State Police, Department of

Military Affairs, Department of

11/30/2004

11/17/2004

11/29/2004

11/19/2004

#### **Human Resource Management** Line of Busines 439 Involves all activities associated with the recruitment and management of personnel. 35 Payroll Management and Expense Reimbursement **Function** Involves the administration and determination of state employee compensation. Note: See Payments Sub-Function within the Financial Management line of business for the actual payment of salary and expenses. External Agency Cross Agency Specific Agency Provider Notes Verified **V** 999 Alcoholic Beverage Control, 11/22/2004 Department of **V** 151 957 Commonwealth's Attorneys' Services 11/23/2004 Council V 750 Correctional Education, Department 151 11/17/2004 of V 799 Corrections, Department of 11/23/2004 151 140 Criminal Justice Services. 11/29/2004 Department of **V** 127 Emergency Management, 151 11/24/2004 Department of **V** 151 960 Fire Programs, Department of 11/29/2004 **V** 777 Juvenile Justice, Department of 11/30/2004 **~** Military Affairs, Department of 11/17/2004 766 Parole Board, Virginia 799 11/29/2004 **V** 156 State Police, Department of 11/19/2004 40 Personnel Action Processing Function Involves processing Requests for Personnel Actions, changes to employees' official personnel records or history, or involving establishing, maintaining, and monitoring the agency's official personnel system of record. Cross External Agency Agency Specific Agency Provider Notes Verified ~ 11/22/2004 999 Alcoholic Beverage Control, Department of **V** 957 Commonwealth's Attorneys' Services 11/23/2004 Council

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**V** 

750 Correctional Education, Department

of

11/17/2004

ine of Busines		ource Managem ivities associated wi		ecruitment and management of	personnel.
	Function 40	Personnel Action			
			•	s for Personnel Actions, changes to eshing, maintaining, and monitoring the	employees' official personnel records agency's official personnel system
	Agency	Agency Specific	Cross Agency	External Provider Notes	Verified
	799 Corrections, Departmen	nt of			11/23/2004
	140 Criminal Justice Service Department of				11/29/2004
	127 Emergency Managemer Department of	nt,			11/24/2004
	960 Fire Programs, Departn	nent of			11/29/2004
	777 Juvenile Justice, Depart				11/30/2004
	123 Military Affairs, Depar				11/17/2004
	766 Parole Board, Virginia	V		799	11/29/2004
	156 State Police, Departmen	nt of			11/19/2004
		•	ms, occ	establishing and maintaining a position upational grouping, title and grade of	
		Agency	Cross	External	
	Agency	Specific		Provider Notes	Verified
	999 Alcoholic Beverage Con Department of	ntrol,	Ш		11/22/2004
	957 Commonwealth's Attorn Council	neys' Services			11/23/2004
	750 Correctional Education of	, Department			11/17/2004
	799 Corrections, Departmen	nt of			11/23/2004
	140 Criminal Justice Service Department of	s,			11/29/2004
	127 Emergency Managemer Department of	nt,			11/24/2004
	960 Fire Programs, Departn	nent of			11/29/2004

Function 45	activities ass	Classific	ation (	and Man	aggomont	
Function 45						
	appropria		ms, occ			n classification program to determine positions, and advising on position
Agency		Agency Specific	Cross Agency	External Provider	Notes	Verified
777 Juvenile Justice, De	partment of	<b>✓</b>				11/30/2004
123 Military Affairs, De	partment of	<b>✓</b>				11/17/2004
766 Parole Board, Virgin	ia	<b>V</b>		799		11/29/2004
156 State Police, Depart	ment of	<b>v</b>				11/19/2004
Function 50	•	oloyment				
						ig testing, background investigations) not include routine reference checks.
		Agency	Cross	External		
Agency		Specific		Provider	Notes	Verified
999 Alcoholic Beverage Department of	Control,			Provider 156	Notes	Verified 11/22/2004
999 Alcoholic Beverage		Specific			Notes	
999 Alcoholic Beverage Department of	ment of	Specific 🗸	Agency		Notes	11/22/2004
999 Alcoholic Beverage Department of 799 Corrections, Departs 140 Criminal Justice Serv	ment of	Specific 🗸	Agency		Notes	11/22/2004 11/23/2004
999 Alcoholic Beverage Department of 799 Corrections, Departs 140 Criminal Justice Serv Department of	ment of vices,	Specific  V  V	Agency		Notes	11/22/2004 11/23/2004 11/29/2004
999 Alcoholic Beverage Department of 799 Corrections, Department 140 Criminal Justice Serva Department of 777 Juvenile Justice, Department	ment of vices, partment of	Specific  V  V	Agency		Notes	11/22/2004 11/23/2004 11/29/2004 11/30/2004
999 Alcoholic Beverage Department of 799 Corrections, Department of 140 Criminal Justice Serv Department of 777 Juvenile Justice, De 123 Military Affairs, De	ment of vices, partment of epartment of ia	Specific  V  V  V	Agency	156	Notes	11/22/2004 11/23/2004 11/29/2004 11/30/2004 11/17/2004
999 Alcoholic Beverage Department of 799 Corrections, Department of 140 Criminal Justice Serva Department of 777 Juvenile Justice, Department of 123 Military Affairs, Department of 166 Parole Board, Virgin	ment of vices, partment of epartment of ia ment of	Specific  V  V  V  V	Agency	156	Notes	11/22/2004 11/23/2004 11/29/2004 11/30/2004 11/17/2004 11/29/2004
999 Alcoholic Beverage Department of 799 Corrections, Depart 140 Criminal Justice Serv Department of 777 Juvenile Justice, Dep 123 Military Affairs, De 766 Parole Board, Virgin 156 State Police, Depart	ment of vices, partment of spartment of ment of Reporting Entails pro	Specific  V  V  V  V  V  Ang and Me	Agency	799	ent and historical) for manaç	11/22/2004 11/23/2004 11/29/2004 11/30/2004 11/17/2004 11/29/2004
999 Alcoholic Beverage Department of 799 Corrections, Depart 140 Criminal Justice Serv Department of 777 Juvenile Justice, Dep 123 Military Affairs, De 766 Parole Board, Virgin 156 State Police, Depart	ment of vices, partment of spartment of ment of Reporting Entails pro	Specific  V  V  V  V  rg and Me  oviding infor	Agency  Cross	799	ent and historical) for manag anization.	11/22/2004 11/23/2004 11/29/2004 11/30/2004 11/17/2004 11/29/2004
999 Alcoholic Beverage Department of 799 Corrections, Depart 140 Criminal Justice Serv Department of 777 Juvenile Justice, Dep 123 Military Affairs, De 766 Parole Board, Virgin 156 State Police, Depart  Function 55	ment of vices, partment of partment of ia ment of Reportir Entails pro workload,	Specific  V  V  V  V  Ing and Me  oviding infor and overall  Agency	Agency  Cross	799 (both curre of the orga	ent and historical) for manag anization.	11/22/2004 11/23/2004 11/29/2004 11/30/2004 11/17/2004 11/29/2004 11/19/2004 gement decision-making, tracking

#### Line of Busines 439 **Human Resource Management** Involves all activities associated with the recruitment and management of personnel. **Function** 55 Reporting and Metrics Entails providing information (both current and historical) for management decision-making, tracking workload, and overall health of the organization. Agency Cross External Agency Specific Agency Provider Notes Verified **V** 140 Criminal Justice Services, 11/29/2004 Department of ✓ 127 Emergency Management, 11/24/2004 Department of **V** 960 Fire Programs, Department of 11/29/2004 **V** 777 Juvenile Justice, Department of 11/30/2004 **V** 123 Military Affairs, Department of 11/17/2004 **V** 799 766 Parole Board, Virginia 11/29/2004 **V**

Security Clearance Management

156 State Police, Department of

**Function** 

60

Refers to the processes associated with ensuring employees, contractors, and others have been approved to enter state buildings, utilize state services, and access sensitive information. This includes eligibility determination, badge issuance, clearance tracking, and security verification services.

11/19/2004

Agency	y	Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Beverage Control, Department of	<b>V</b>				11/22/2004
957	Commonwealth's Attorneys' Services Council	<b>V</b>				11/23/2004
750	Correctional Education, Department of	<b>V</b>				11/17/2004
799	Corrections, Department of	✓				11/23/2004
140	Criminal Justice Services, Department of	<b>✓</b>				11/29/2004
127	Emergency Management, Department of	✓				11/24/2004
960	Fire Programs, Department of	<b>~</b>			Not actual DoD ( 5220-22.M ) clearances, only to extent of general background investigations.	11/29/2004
777	Juvenile Justice, Department of	<b>V</b>			exem of general background investigations.	11/30/2004

Line of Busine	s 439 Human Res	ource Ma	nagem	ent			
	Involves all ac	tivities asso	ciated wi	th the	recruitm	ent and management of person	nel.
	Function 60	Security	Clearand	ce Man	agemer	nt	
		approved to	o enter sta	te buildi	ngs, utiliz	th ensuring employees, contractors, the state services, and access sensitive, clearance tracking, and security v	re information. This includes
	Agency		Agency Specific	Cross Agency	External Provider	Notes	Verified
	123 Military Affairs, Depa	rtment of	<b>✓</b>				11/17/2004
	766 Parole Board, Virginia		✓		799		11/29/2004
	156 State Police, Departme	ent of	<b>V</b>				11/19/2004
	Function 65	Time and	l Labor [	Distribu	ution		
		Includes es	tablishing,	maintai	ning, and	monitoring time and attendance syste	ems.
	Agency		Agency Specific	Cross Agency	External Provider	Notes	Verified
	999 Alcoholic Beverage Co	ontrol,	✓				11/22/2004
	799 Corrections, Departme	ent of	✓				11/23/2004
	127 Emergency Manageme Department of	nt,	<b>V</b>				11/24/2004
	960 Fire Programs, Depart	ment of	✓				11/29/2004
	777 Juvenile Justice, Depar	rtment of	✓				11/30/2004
	123 Military Affairs, Depa	rtment of	✓				11/17/2004
	766 Parole Board, Virginia		✓		799		11/29/2004
	156 State Police, Departme	ent of	<b>✓</b>				11/19/2004
	Function 70	Training	Manager	nent			
		Refers to p	-		ring, or ev	raluating programs designed to develo	op employees and manage
	Agency		Agency Specific	Cross Agency	External Provider	Notes	Verified
	999 Alcoholic Beverage Co Department of	ontrol,	<b>V</b>				11/22/2004
	957 Commonwealth's Attor Council	rneys' Services	✓			Train the trainers	11/23/2004

			recruitm	ent and management of personnel.	
Function 70 Tr	aining Managei	ment			
	fers to planning, a		ring, or ev	valuating programs designed to develop empl	oyees and manage
Agency	Agency Specific	Cross Agency	External Provider	Notes	Verified
750 Correctional Education, Dep	partment 🗸			3 weeks staff development per year.	11/17/2004
799 Corrections, Department of	✓				11/23/2004
127 Emergency Management, Department of	V				11/24/2004
960 Fire Programs, Department of	of 🔽				11/29/2004
777 Juvenile Justice, Department	of 🗸				11/30/2004
123 Military Affairs, Departmen	t of				11/17/2004
766 Parole Board, Virginia	$\checkmark$		799		11/29/2004
156 State Police, Department of	V				11/19/2004
	<b>√</b> acancy Trackin				11/19/2004
Function 75 Va	acancy Trackin	<u> </u>	d managi	ng vacancy announcements.	11/19/2004
Function 75 Va	acancy Trackin cludes creating, iss Agency	<u> </u>	d managi External Provider		11/19/2004 Verified
Function 75 Va	acancy Trackin cludes creating, iss Agency	g uing, an Cross	External		
Function 75 Value Inc.  Agency  999 Alcoholic Beverage Control,	cancy Trackin cludes creating, iss Agency Specific	g uing, an Cross Agency	External		Verified
Function 75 Value Inc.  Agency  999 Alcoholic Beverage Control, Department of 957 Commonwealth's Attorneys'	Acancy Trackin cludes creating, iss  Agency Specific	g uing, an Cross Agency	External		Verified 11/22/2004
Function 75 Value Inc.  Agency  999 Alcoholic Beverage Control, Department of  957 Commonwealth's Attorneys' Council  750 Correctional Education, Department of Department of	Acancy Trackin cludes creating, iss  Agency Specific	g uing, an Cross Agency	External		Verified 11/22/2004 11/23/2004
Function 75 Value Inc.  Agency  999 Alcoholic Beverage Control, Department of  957 Commonwealth's Attorneys' Council  750 Correctional Education, Deport	Acancy Trackin cludes creating, iss  Agency Specific  Services	g uing, an Cross Agency	External		Verified 11/22/2004 11/23/2004 11/17/2004
Function 75 Value Inc.  Agency  999 Alcoholic Beverage Control, Department of  957 Commonwealth's Attorneys' Council  750 Correctional Education, Deport of  799 Corrections, Department of  140 Criminal Justice Services,	Agency Specific  Services	g uing, an Cross Agency	External		Verified  11/22/2004  11/23/2004  11/17/2004  11/23/2004
Function 75 Value Inc.  Agency  999 Alcoholic Beverage Control, Department of  957 Commonwealth's Attorneys' Council  750 Correctional Education, Department of  140 Criminal Justice Services, Department of  127 Emergency Management,	Agency Specific  Services  Agency Specific  Agency Specific  V  Services  V  V  V	g uing, an Cross Agency	External		Verified  11/22/2004  11/23/2004  11/17/2004  11/23/2004  11/29/2004
Function 75 Value  Agency  999 Alcoholic Beverage Control, Department of  957 Commonwealth's Attorneys' Council  750 Correctional Education, Deport  799 Corrections, Department of  140 Criminal Justice Services, Department of  127 Emergency Management, Department of	Agency Specific  Services  Partment  Of	g uing, an Cross Agency	External		Verified  11/22/2004  11/23/2004  11/17/2004  11/23/2004  11/29/2004  11/24/2004

Line of Busines  440 Information and Technology Management Involves the coordination of information technology resources and systems required to support or provide a citizen service.  Function  10 Information Management Involves the coordination of information technology resources and dissemination, and destruction as wear managing the policies, guitediness, and standards regarding information management.  Agency  Agen	Line of Busines	43	39 Human Reso	ource Mar	nagem	ent			
Includes creating, Issuing, and managing vacancy announcements.   Agency   Cross   External   Notes   Notes   Notes   Notes			Involves all act	ivities assoc	iated wi	th the r	ecruitm	ent and management of personnel.	
Agency Specific Agency Provider Notes Notes Verification and Specific Agency Provider Notes Note		Fur	nction 75	Vacancy <sup>-</sup>	Trackin	9			
Agency			ng vacancy announcements.						
Total   Parole Board, Virginia   V		Agono	N.					N. d	¥7! <b>:!</b> - J
Line of Busines 440 Information and Technology Management Involves the coordination of information technology resources and systems required to support or provide a citizen service.  Function 10 Information Management Involves the coordination of information technology resources and dissemination, and destruction as was managing the policies, guidelines, and standards regarding information management.  Agency Agency Cross External Provider Report Provider Report Provider Report Provider Report			<u>-                                      </u>					Notes	11/29/2004
Involves the coordination of information technology resources and systems required to support or provide a citizen service.    Function   10			_	nt of			177		11/19/2004
Involves the coordination of information technology resources and systems required to support or provide a citizen service.    Function   10	ine of Rusines	- 1/	10 Information	and Toch	nology	, Man	adomo	ont	
Agency Specific Agency Provider Notes Verified Agency Provider Notes Verified Agency Provider Notes No		Fun	•	Information	coordina	tion of ir	nformation		
Agency Specific Agency Provider Notes Verific Specific Agency Provider Notes Verification    999 Alcoholic Beverage Control, Department of				as managin	g the polic			nd standards regarding information manager	nent.
Department of  957 Commonwealth's Attorneys' Services Council  750 Correctional Education, Department of  799 Corrections, Department of  11/23/  140 Criminal Justice Services, Department of  127 Emergency Management, Department of  960 Fire Programs, Department of  977 Juvenile Justice, Department of  11/29/  778 Military Affairs, Department of  11/29/  11/29/  779 Tovenile Board, Virginia		Agenc	y					Notes	Verified
Council  750 Correctional Education, Department of 11/17/ of  799 Corrections, Department of		999	_	ntrol,	V				11/22/200
of 799 Corrections, Department of  V		957		neys' Services					11/23/200
140 Criminal Justice Services, Department of  127 Emergency Management, Department of  960 Fire Programs, Department of  777 Juvenile Justice, Department of  128 Military Affairs, Department of  766 Parole Board, Virginia  11/29/  11/29/  11/29/  11/29/		750		, Department					11/17/200
Department of  127 Emergency Management, Department of  960 Fire Programs, Department of  777 Juvenile Justice, Department of  11/29/  766 Parole Board, Virginia  11/29/		799	Corrections, Departmen	nt of					11/23/200
Department of  960 Fire Programs, Department of  777 Juvenile Justice, Department of  11/29/  123 Military Affairs, Department of  766 Parole Board, Virginia  799  11/29/		140		s,	<b>✓</b>	<b>~</b>		Integrated Justice Program	11/29/200
777 Juvenile Justice, Department of  11/30/ 123 Military Affairs, Department of  766 Parole Board, Virginia  799  11/29/		127		nt,	✓				11/24/200
123 Military Affairs, Department of  766 Parole Board, Virginia  799  11/29		960	Fire Programs, Departm	nent of	<b>~</b>				11/29/200
766 Parole Board, Virginia		777	Juvenile Justice, Depart	tment of	<b>✓</b>				11/30/200
		123	Military Affairs, Depar	tment of	<b>✓</b>				11/17/200
156 State Police, Department of		766	Parole Board, Virginia		<b>✓</b>		799		11/29/200
		156	State Police, Departmen	nt of	<b>✓</b>				11/19/200

#### Information and Technology Management Line of Busines 440 Involves the coordination of information technology resources and systems required to support or provide a citizen service. 20 **Function** IT Infrastructure Services Involves the planning, design, and maintenance of an IT Infrastructure to effectively support automated needs (i.e. platforms, servers, printers, etc.). Not applicable to those agencies that receive all/most of their IT support services from the central IT infrastructure provider (VITA), another agency, or an external service provider. Agency Cross External Agency Specific Agency Provider Notes Verified V 999 Alcoholic Beverage Control, 136 11/22/2004 Department of V 136 957 Commonwealth's Attorneys' Services 11/23/2004 Council V 136 750 Correctional Education, Department 11/17/2004 of V 799 Corrections, Department of 136 11/23/2004 **V** 140 Criminal Justice Services, 136 Specialized lab equipment 11/29/2004 Department of V 127 Emergency Management, 136 11/24/2004 Department of **V** 960 Fire Programs, Department of 136 Shared: DFP does asll "out-of-scope" (Non-VITA) 11/29/2004 **~** 136 777 Juvenile Justice, Department of 11/30/2004 **~** 123 Military Affairs, Department of 11/17/2004 **V** 136 766 Parole Board, Virginia 11/29/2004 **V** 156 State Police, Department of 136 Specialized equipment 11/19/2004 30 IT Security **Function** Involves all functions related to the securing of state data and systems through the creation and definition of security policies, procedures and controls covering such services as identification, authentication, and non-repudiation. Agency Cross External Agency Specific Agency Provider Notes Verified ~ 999 Alcoholic Beverage Control, 11/22/2004 Department of **V** 957 Commonwealth's Attorneys' Services 11/23/2004

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Council

#### Information and Technology Management Line of Busines 440 Involves the coordination of information technology resources and systems required to support or provide a citizen service. 30 IT Security **Function** Involves all functions related to the securing of state data and systems through the creation and definition of security policies, procedures and controls covering such services as identification, authentication, and non-repudiation. Cross External Agency Agency Specific Agency Provider Notes Verified **V** 750 Correctional Education, Department 11/17/2004 of V 799 Corrections, Department of 11/23/2004 **V** 140 Criminal Justice Services, 11/29/2004 Department of V 127 Emergency Management, 11/24/2004 Department of 11/29/2004 960 Fire Programs, Department of **V** 777 Juvenile Justice, Department of 11/30/2004 **V** 123 Military Affairs, Department of 11/17/2004 **V** 799 766 Parole Board, Virginia 11/29/2004 **V** 156 State Police, Department of 11/19/2004 40 Lifecycle/Change Management **Function** Involves the processes that facilitate a smooth evolution, composition, and workforce transition of the design and implementation of changes to agency resources such as assets, methodologies, systems, or procedures. Agency Cross External Agency Specific Agency Provider Notes Verified **V** 999 Alcoholic Beverage Control, 11/22/2004 Department of 957 Commonwealth's Attorneys' Services 11/23/2004 Council 750 Correctional Education, Department 11/17/2004 of 799 Corrections, Department of 11/23/2004 **V** 140 Criminal Justice Services,

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#### Information and Technology Management Line of Busines 440 Involves the coordination of information technology resources and systems required to support or provide a citizen service. 40 Lifecycle/Change Management **Function** Involves the processes that facilitate a smooth evolution, composition, and workforce transition of the design and implementation of changes to agency resources such as assets, methodologies, systems, or procedures. Cross External Agency Agency Specific Agency Provider Notes Verified **V** 127 Emergency Management, 11/24/2004 Department of V 960 Fire Programs, Department of 11/29/2004 **V** 777 Juvenile Justice, Department of 11/30/2004 **V** 123 Military Affairs, Department of 11/17/2004 **V** 799 766 Parole Board, Virginia 11/29/2004 156 State Police, Department of 11/19/2004 50 **Record Retention Function** Involves the operations surrounding the management of the official documents and records for an External Agency Cross Agency Specific Agency Provider Notes Verified **V** 999 Alcoholic Beverage Control, 11/22/2004 Department of **V** 957 Commonwealth's Attorneys' Services 11/23/2004 Council **V** 750 Correctional Education, Department 11/17/2004 **~** 799 Corrections, Department of 11/23/2004 **V V** 140 Criminal Justice Services, Criminal history records 11/29/2004 Department of **V** 127 Emergency Management, 11/24/2004 Department of **~** 960 Fire Programs, Department of 11/29/2004

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**V** 

777 Juvenile Justice, Department of

123 Military Affairs, Department of

11/30/2004

11/17/2004

## Line of Busines 440 Information and Technology Management

Involves the coordination of information technology resources and systems required to support or provide a citizen service.

Fur	nction	50	Record Re	etention	1			
			Involves the agency.	operation	ns surro	unding th	e management of the official documents and records	for an
Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
766	Parole Board	, Virginia		✓		799		11/29/2004
156	State Police,	Department	of	<b>✓</b>	✓		Computerized criminal records exchange.	11/19/2004
Fur	nction	60	System D	evelopn	nent			
			software ap	plications	or com	mercial o	he in-house design, development, and implementatio ff-the-shelf software application packages. This incl d IT infrastructure requirements.	
Agenc	v			Agency Specific	Cross	External Provider	Notes	Verified
999	-	U	rol,	<b>✓</b>		Trovides	1000	11/22/2004
957	Commonwea Council	alth's Attorne	ys' Services	<b>✓</b>			Software application for Commonwealth Attorneys	11/23/2004
750	Correctional of	Education,	Department	<b>V</b>				11/17/2004
799	Corrections,	Department	of	<b>✓</b>				11/23/2004
140	Criminal Just Department	,		✓	<b>V</b>		Integrated Justice Program	11/29/2004
127	Emergency M Department			✓				11/24/2004
960	Fire Program	ns, Departme	ent of	<b>✓</b>				11/29/2004
777	Juvenile Just	tice, Departn	nent of	<b>✓</b>				11/30/2004
123	Military Aff	airs, Departr	nent of	<b>✓</b>				11/17/2004
766	Parole Board	, Virginia		<b>✓</b>		799		11/29/2004
156	State Police,	Department	of	<b>✓</b>				11/19/2004

### Line of Busines 440 Information and Technology Management

Involves the coordination of information technology resources and systems required to support or provide a citizen service.

	provid	ie a citizei	i Sei vice.					
Fun	ction	70	System M	aintena	nce			
				off-the-sh	elf softv	vare appl	the maintenance of in-house designed software application packages. This includes identifying and docunts.	
Agency	7			Agency Specific	Cross Agency	External Provider	Notes	Verified
999	Alcoholic Be	U	trol,	<b>✓</b>				11/22/2004
957	Commonwea Council	lth's Attorn	eys' Services	<b>V</b>			Software application for Commonwealth Attorneys	11/23/2004
750	Correctional of	Education,	Department	<b>V</b>				11/17/2004
799	Corrections,	Departmen	t of	<b>V</b>				11/23/2004
140	Criminal Just Department		,	<b>V</b>				11/29/2004
127	Emergency M Department	Management	,	<b>V</b>				11/24/2004
960	Fire Program		ent of	<b>V</b>				11/29/2004
777	Juvenile Just	ice, Departi	nent of	<b>✓</b>				11/30/2004
123	Military Aff	airs, Depart	ment of	✓				11/17/2004
766	Parole Board	, Virginia		✓		799		11/29/2004
156	State Police,	Departmen	t of	✓				11/19/2004
Fun	ction	80	Telecomm	nunicati	ons/Ne	twork N	<i>l</i> lanagement	
			cabling or ed gathering of replacement	quipment requirem :/upgradin	that provents for and/o	vides voic acquisitic r charge b	premises (including building, campus, metropolitan, one, video, or data services. Equipment management in son, setup, use, service quality monitoring, maintenance of the services. Not applicable to those agencies that obtain all services from VITA, another agency, or an external services.	ncludes ce, voice,
Agency	,			Agency Specific	Cross	External Provider	Notes	Verified
999	Alcoholic Be	U	trol,	<b>V</b>		136		11/22/2004

#### Information and Technology Management Line of Busines 440 Involves the coordination of information technology resources and systems required to support or provide a citizen service. 80 Telecommunications/Network Management **Function** Involves activities related to managing premises (including building, campus, metropolitan, or statewide) cabling or equipment that provides voice, video, or data services. Equipment management includes gathering of requirements for acquisition, setup, use, service quality monitoring, maintenance, replacement/upgrading and/or charge back. Not applicable to those agencies that obtain all voice, video, or data equipment and cabling services from VITA, another agency, or an external service provider. Cross External Agency Specific Provider Notes Verified Agency Agency **V** 957 Commonwealth's Attorneys' Services 11/23/2004 Council V 750 Correctional Education, Department 136 11/17/2004 V 799 Corrections, Department of 136 11/23/2004 **V** 140 Criminal Justice Services. 136 11/29/2004 Department of V 11/24/2004 127 Emergency Management, 136 Specialized equipment Department of V DFP shares with VITA; i.e., DFP does all wirless 960 Fire Programs, Department of 11/29/2004 under state contract. **~** 777 Juvenile Justice, Department of 136 11/30/2004 **V** 123 Military Affairs, Department of 11/17/2004 **~** 11/29/2004 766 Parole Board, Virginia 136 **~** 156 State Police, Department of 136 Radio network maintained by State Police. 11/19/2004 **Function** 90 Video Services Involves activities associated with video conferencing, video broadcasting, and video production. Agency Cross External Specific Agency Provider Notes Verified Agency **V** 957 Commonwealth's Attorneys' Services Video production of all training classes, with videos 11/23/2004 Council provided to Commonwealth Attorneys on request. ~ 140 Criminal Justice Services, 11/29/2004 Department of **V** 127 Emergency Management, 11/24/2004

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Line of Busines	44			and Tech		-	•		
				en service.	or intorm	ation te	ecnnolog	gy resources and system	s required to support or
	Fur	nction	90	Video Ser	vices				
				Involves ac	tivities ass	sociated	casting, and video production.		
					Agency	Cross	External	<del>-</del>	
	Agenc	-			Specific	Agency	Provider	Notes	Verified
	777	Juvenile Just	-	tment of	<b>✓</b>				11/30/2004
	766		_		<b>✓</b>		799		11/29/2004
	156	State Police,	Departme	nt of	✓			Plans are currently underway	11/19/2004
Line of Busines	44	41 Supp	ly Chai	in Manage	ement				
		Involv	es the pu	ırchasing, tr	acking, a	and ove	erall mar	nagement of goods and s	ervices.
	Fur	nction	10	Goods Ac	auisitio	n			
					•		to the nro	curement of physical goods	products, and capital assets to be
				used by sta			to the pro	curement of physical goods,	products, and capital assets to be
	Agenc	y			Agency Specific	Cross Agency	External Provider	Notes	Verified
	999	Alcoholic Be Department	-	ntrol,	<b>V</b>				11/22/2004
	957	Commonwea Council	alth's Attor	neys' Services	<b>V</b>				11/23/2004
	750	Correctional of	Education	, Department	<b>✓</b>				11/17/2004
	799	Corrections,	Departme	nt of	<b>~</b>				11/23/2004
	140	Criminal Just Department		es,	<b>~</b>				11/29/2004
	127	Emergency M Department		nt,	<b>V</b>				11/24/2004
	960	Fire Program		nent of	<b>~</b>				11/29/2004
	777	Juvenile Just			<b>~</b>				11/30/2004
	123	Military Aff	airs, Depar	rtment of	<b>~</b>				11/17/2004
	766		_		<b>~</b>		799		11/29/2004
	156	State Police,	Departme	nt of	<b>~</b>				11/19/2004

## Line of Busines 441 Supply Chain Management

Fun	ction	20	Inventory	Control							
			Involves all	activities i	related t		•		·	ncluding maintainii assets and resourd	•
Agency	y			Agency Specific	Cross Agency	External Provider	Notes				Verified
999	Alcoholic B Department	U	rol,	✓							11/22/2004
957	Commonwe Council	alth's Attorne	eys' Services	✓							11/23/2004
750	Correctiona of	l Education,	Department	✓							11/17/2004
799	Corrections	, Department	of	<b>V</b>							11/23/2004
140	Criminal Jus Department			<b>V</b>							11/29/2004
127	Emergency Department	Management	,	<b>V</b>							11/24/2004
960	Fire Program		ent of	<b>v</b>							11/29/2004
777	Juvenile Jus	tice, Departn	nent of	<b>V</b>							11/30/2004
123	Military Aft	fairs, Departi	nent of	<b>V</b>							11/17/2004
766	Parole Board	_		<b>~</b>		799					11/29/2004
156	State Police	, Department	of	<b>V</b>							11/19/2004
Fun	ction	30	Logistics	Manage	ment						
			Involves the location (ag					and their re	sources in rel	ation to their availa	ability and
Agency	y			Agency Specific	Cross Agency	External Provider	Notes				Verified
999	Alcoholic B Department	_	rol,	<b>V</b>							11/22/2004
750	Correctiona of		Department	<b>✓</b>							11/17/2004
799	Corrections	, Department	of	<b>~</b>							11/23/2004
140	Criminal Jus Department			<b>✓</b>							11/29/2004

# Line of Busines 441 Supply Chain Management Involves the purchasing, tracking, and overall management of goods and services.

Fun	oction 30	Logistics	Manage	ment				
		Involves the location (ag					ir resources in relation to the	ir availability and
Agency	y		Agency Specific	Cross Agency	External Provider	Notes		Verified
127	Emergency Management Department of	,	✓					11/24/200
960	Fire Programs, Departme	✓					11/29/2004	
777 Juvenile Justice, Department of			<b>V</b>					11/30/2004
123 Military Affairs, Department of			<b>V</b>					11/17/2004
156 State Police, Department of			<b>V</b>					11/19/2004
Fun	oction 40	Services	Acquisit	tion				
		Involves all contractors	and servi		iders.	curement of servi	ices, and the oversight and/o	or management of
Agency	y		Agency Specific		External Provider	Notes		Verified
999	Alcoholic Beverage Cont Department of	trol,	<b>V</b>					11/22/2004
957	Commonwealth's Attorned Council	eys' Services	<b>~</b>					11/23/2004
750	Correctional Education, of	Department	✓					11/17/2004
799	Corrections, Department	of	<b>✓</b>					11/23/2004
140	Criminal Justice Services, Department of	,	<b>~</b>					11/29/2004
127	Emergency Management Department of	,	✓					11/24/2004
960	Fire Programs, Departme	ent of	<b>V</b>					11/29/2004
777	Juvenile Justice, Departr	nent of	<b>✓</b>					11/30/2004
123	Military Affairs, Depart	ment of	<b>~</b>					11/17/2004
766	Parole Board, Virginia		<b>✓</b>		799			11/29/2004
156	State Police, Departmen	t of	<b>✓</b>					11/19/2004